



Aviation Maintenance Administrationman 3 & 2

Only one answer sheet is included in the NRTC. Reproduce the required number of sheets you need or get answer sheets from your ESO or designated officer.

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0503LP2147800

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Errata No. 1
Stock Ordering No.
0503-LP-214-7801

5 March 1993

Specific Instructions and Errata for
Nonresident Training Course

Aviation Maintenance Administrationman 3 & 2
NAVEDTRA 82324

1. TO OBTAIN CREDIT FOR DELETED QUESTIONS, SHOW THIS ERRATA TO YOUR LOCAL COURSE ADMINISTRATOR (ESO/SCORER). THE LOCAL COURSE ADMINISTRATOR (ESO/SCORER) IS DIRECTED TO CORRECT THE ANSWER KEY FOR THIS COURSE BY INDICATING THE QUESTIONS DELETED.
2. No attempt has been made to issue corrections for errors in typing, punctuation, and so forth, which do not affect your ability to answer the questions.
3. Assignment Booklet, NAVEDTRA 82324

Delete the following questions and leave the corresponding spaces blank on the answer sheets.

Questions

2-23
7-48



0503LP2147801

AVIATION MAINTENANCE ADMINISTRATIONMAN 3 & 2

NAVEDTRA 82324

Prepared by the Naval Education and Training Program Management
Support Activity, Pensacola, Florida

Congratulations! By enrolling in this course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program. You have taken an important step in self-improvement. Keep up the good work.

HOW TO COMPLETE THIS COURSE SUCCESSFULLY

ERRATA: If an errata comes with this course, make all indicated changes or corrections before you start any assignment. Do not change or correct the Training Manual (TRAMAN) or assignments in any other way.

TEXTBOOK ASSIGNMENTS: The TRAMAN for this course is Aviation Maintenance Administrationman 3 & 2, NAVEDTRA 12324. The TRAMAN pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions in the course. Pay close attention to tables and illustrations because they contain information that will help you understand the text. Read the learning objectives provided at the beginning of each chapter or topic in the text and/or preceding each set of questions in the course. Learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

BLACK DOT INFORMATION: Black dots (●) may be used in the text and correspondence course to emphasize important or supplemental information and to highlight instructions for answering certain questions. Read these black dot entries carefully; they will help you answer the questions and understand the material.

SELECTING YOUR ANSWERS: After studying the TRAMAN, you should be ready to answer the questions in the assignment. Read each question carefully, then select the BEST answer. Be sure to select your answer from the subject matter in the TRAMAN. You may refer freely to the TRAMAN and seek advice and information from others on problems that may arise in the course. However, the answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the same course. Failure to follow these rules can result in suspension from the course and disciplinary action.

SUBMITTING COMPLETED ANSWER SHEETS: Complete all assignments as quickly as possible to derive maximum benefit from the course. As a minimum, you must submit at least one assignment per month. This is a requirement established by the Chief of Naval Education and Training. Failure to meet this requirement could result in disenrollment from the course.

TYPES OF ANSWER SHEETS: If you are a U.S. Navy enlisted member on active duty or a drilling U.S. Naval Reserve enlisted member you should use the answer sheet attached at the end of this course and follow the instructions in section A below. If you are an enlisted U.S. Naval Reserve member who is not attached to a drilling unit or if you are an officer, a civilian, or a member of

the U.S. Army, Air Force, Marine Corps, or Coast Guard, you should use the Automatic Data Processing (ADP) answer sheets included in the course package and follow the instructions in section B.

A. Manually Scored Answer Sheets

If you are a U.S. Navy enlisted member on active duty or attached to a U.S. Naval Reserve drilling unit, your course will be administered by your local command. You must use the answer sheet designed for manual scoring, NETPMSA form 1430/5, Stock Ordering Number 0502-LP-216-0100. You may get a supply of the forms from your ESO or you may reproduce the one in the back of this course booklet. DO NOT USE THIS FORM FOR COURSES ADMINISTERED BY NETPMSA.

Recording Information on the Manually Scored Answer Sheets: As you complete each assignment, submit the completed answer sheet to your local educational services officer (ESO) for grading. You may submit more than one answer sheet at a time. Remember, you must submit at least one assignment each month.

Grading: Your ESO will grade each answer sheet and notify you of any incorrect answers. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, the ESO will list the questions you answered incorrectly and give you a pink answer sheet marked RESUBMIT. You must redo the assignment and complete the RESUBMIT answer sheet. The maximum score you can receive for a resubmitted assignment is 3.2.

Course Completion: After you have submitted all the answer sheets and have earned at least 3.2 on each assignment, your command should give you credit for this course by making the appropriate entry on Page 4 of your service record.

Student Questions: If you have questions concerning the administration of this course, consult your local ESO.

B. ADP Answer Sheets

If you are an enlisted U.S. Naval Reserve member who is not attached to a drilling reserve unit or if you are an officer, a civilian, or a member of the U.S.

Army, Air Force, Marine Corps, or Coast Guard, you should use the ADP answer sheets provided in your course package. You should use one blank original ADP answer sheet for each assignment. Use only the original ADP answer sheet provided in your course package, NETPMSA will not accept reproductions.

Recording Information on the ADP Answer Sheets: Carefully follow the MARKING INSTRUCTIONS on each answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information identifies you (the student), the course, and the assignment; it must be correct for NETPMSA to process your course and give you credit for your work.

Because your ADP answer sheets will not be returned to you, be sure to mark your answers in the course booklet as you are working the course. Whenever you complete an assignment, transfer your answers from the course booklet to the ADP answer sheet.

Mailing the Completed ADP Answer Sheets: Upon completing an assignment, mail the completed answer sheet to:

Commanding Officer
Naval Education and Training
Program Management Support
Activity
Pensacola, FL 32559-5000

Use envelopes to mail your answer sheets. You must provide your own envelopes or request them from your local educational services officer (ESO). You may enclose more than one answer sheet in a single envelope. Remember, regardless of how many answer sheets you submit at a time, NETPMSA should receive at least one assignment a month.

NOTE: DO NOT USE THE COURSE COMMENTS PAGE AS AN ENVELOPE FOR RETURNING ANSWER SHEETS OR OTHER COURSE MATERIALS.

Grading: NETPMSA will grade the answer sheets and notify you by letter concerning your grade for each assignment, your incorrect answers, and your final grade. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, you must rework the assignment. NETPMSA will enclose a new ADP

answer sheet in the letter notifying you of the questions you answered incorrectly. You will be required to redo the assignment and resubmit the new answer sheet. The maximum score you can receive for a resubmitted assignment is 3.2.

Course Completion: When you complete the last assignment, fill out the Course Completion form in the back of the course and enclose it with your last answer sheet. NETPMSA will issue you a letter certifying that you satisfactorily completed the course. You should make sure that credit for the course is recorded in your service record.

NOTE: YOUR OFFICIAL COURSE COMPLETION DATE WILL BE THE DATE YOUR LAST ASSIGNMENT IS PROCESSED THROUGH NETPMSA'S ADP SYSTEM--NOT THE DATE YOU DEPOSIT THE LAST ASSIGNMENT IN THE MAIL. This is especially important if you are taking the course for Naval Reserve retirement credit. You must mail your answer sheets at least 60 days before your anniversary date. This will provide you with enough time for delays in the mail or reworking failed assignments. DO NOT MAIL YOUR ASSIGNMENTS TO THE NAVAL RESERVE PERSONNEL COMMAND (NRPC).

Student Questions: If you have questions concerning this course, notify NETPMSA by mail (use the address on page ii) or by telephone: AUTOVON 922-1366 or commercial (904) 452-1366.

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you will receive retirement points if you are authorized to receive them under current directives governing retirement of Naval Reserve personnel. For the purpose of Naval Reserve retirement, this edition of the course is evaluated at 12 points. These points will be credited to you upon your satisfactory completion of the entire course.

NOTE: YOUR OFFICIAL COURSE COMPLETION DATE WILL BE THE DATE YOUR LAST ASSIGNMENT IS PROCESSED THROUGH NETPMSA'S ADP SYSTEM--NOT THE DATE YOU DEPOSIT THE LAST ASSIGNMENT IN THE MAIL. Refer to the Course Completion paragraph under section B. ADP Answer Sheets.

COURSE OBJECTIVES

In completing this NRTC, you will demonstrate a knowledge of the subject matter by correctly answering questions on the following: the Naval Aviation Maintenance Program, maintenance/production control, aircraft logs and records, the central technical publications library, quality assurance/analysis, and maintenance administration.

Naval courses may include several types of questions—multiple-choice, true-false, matching, etc. The questions are not grouped by type but by subject matter. They are presented in the same general sequence as the textbook material upon which they are based. This presentation is designed to preserve continuity of thought, permitting step-by-step development of ideas. Not all courses use all of the types of questions available. The student can readily identify the type of each question, and the action required, by inspection of the samples given below.

MULTIPLE-CHOICE QUESTIONS

Each question contains several alternatives, one of which provides the best answer to the question. Select the best alternative, and blacken the appropriate box on the answer sheet.

SAMPLE

- s-1. Who was the first person appointed Secretary of Defense under the Nationala Security Act of 1947?

1. George Marshall
2. James Forrestal
3. Chester Nimitz
4. William Halsey

Indicate in this way on the answer sheet:

	1	2	3	4	
	T	F			
s-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_ _ _

TRUE-FALSE QUESTIONS

Mark each statement true or false as indicated below. If any part of the statement is false the statement is to be considered false. Make the decision, and blacken the appropriate box on the answer sheet.

SAMPLE

- s-2. All naval officers are authorized to correspond officially with any systems command of the Department of the Navy without their respective commanding officer's endorsement.

1. True
2. False

Indicate in this way on the answer sheet:

	1	2	3	4	
	T	F			
s-2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_ _ _

MATCHING QUESTIONS

Each set of questions consists of two columns, each listing words, phrases or sentences. The task is to select the item in column B which is the best match for the item in column A that is being considered. Items in column B may be used once, more than once, or not at all. Specific instructions are given with each set of questions. Select the numbers identifying the answers and blacken the appropriate boxes on the answer sheet.

SAMPLE

In questions s-3 through s-6, match the name of the shipboard officer in column A by selecting from column B the name of the department in which the officer functions. Some responses may be used once, more than once, or not at all.

A. OFFICER

B. DEPARTMENT

- | | |
|-------------------------------|---------------------------|
| s-3. Damage Control Assistant | 1. Operations Department |
| s-4. CIC Officer | 2. Engineering Department |
| s-5. Disbursing Officer | 3. Supply Department |
| s-6. Communications Officer | |

Indicate in this way on the answer sheet:

	1	2	3	4	
	T	F			
s-3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_ _ _
s-4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_ _ _
s-5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_ _ _
s-6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_ _ _

ASSIGNMENT 1

Textbook Assignment: "Naval Aviation Maintenance Program." Pages 1-1 through 1-16.

- | | |
|---|--|
| <p>1-1. The advancement career of the AZ parallels which of the following duties?</p> <ol style="list-style-type: none">1. Administrative, management, and clerical2. Maintenance, operations, and administration3. Planning, scheduling, and coordinating4. Implementing, supporting, and managing <p>1-2. The specific duties that you might perform in an activity depends largely on the</p> <ol style="list-style-type: none">1. size of the activity2. location of the operating unit3. type of organization4. workload of the squadron <p>1-3. Instructor duty is normally reserved for which of the following personnel?</p> <ol style="list-style-type: none">1. Third class petty officers assigned to shore duty2. Highly qualified second and first class petty officers3. First class petty officers only4. Chief petty officers only <p>1-4. Effective leadership is based on which of the following characteristics?</p> <ol style="list-style-type: none">1. Personal example2. Good management practices3. Moral responsibility4. All of the above | <p>1-5. An AZ'S leadership qualities are judged on which of the following criteria?</p> <ol style="list-style-type: none">1. Amount of actual work performed by the AZ2. Amount of efficient work obtained from subordinates3. How well-liked he/she is by subordinates4. Number of subordinates supervised by the AZ <p>1-6. What is the primary objective of the aircraft maintenance department of a squadron or air station?</p> <ol style="list-style-type: none">1. To carry out the unit's flight operations2. To maintain all assigned aircraft in a state of full mission capability3. To perform indirect productive-type functions concerned with aircraft maintenance4. To support the operations department |
|---|--|

- A. A standard organizational structure for aircraft maintenance activities is used throughout the Navy.
- B. Personnel transferred from one aviation maintenance activity to another must be completely retrained to perform their duties effectively.
- C. The forms for recording and reporting aircraft maintenance data are different for each type of aircraft maintenance activity.

Figure 1A

IN ANSWERING QUESTION 1-7, REFER TO FIGURE 1A.

1-7. Of the statements shown in figure 1A, which one(s) is/are correct?

- 1. A only
- 2. B only
- 3. C only
- 4. A, B, and C

1-8. An important objective of the Naval Aviation Maintenance Program (NAMP) is to achieve maximum material readiness, safety, and conservation of material. This objective is accomplished through which of the following practices?

- 1. Each squadron trains its own maintenance personnel
- 2. Each squadron CO establishes the maintenance techniques within the squadron
- 3. The individual determines what maintenance techniques he/she will follow
- 4. Command attention, policy direction, technical direction, management, and administration of all programs affecting activities responsible for aviation maintenance

1-9. In today's Navy, which of the following organizations performs aircraft maintenance functions that are beyond the capability of the operating squadrons?

- 1. Aircraft intermediate maintenance departments
- 2. Fleet aircraft service squadrons
- 3. Operations maintenance departments
- 4. Fleet aircraft maintenance units

1-10. Which of the following is an advantage of adhering to the rules and regulations of the Naval Aviation Maintenance Program?

- 1. Shorter aircraft service life
- 2. An increase in the number of new aircraft
- 3. More naval air stations having repair capability
- 4. Adequate manpower, facilities, and materials to support assigned aircraft

- 1-11. Which of the following tasks could be classified as an organizational-level maintenance task?
1. The repair and bench test of a defective hydraulic pump
 2. The adjustment of a fuel control valve using shop test equipment
 3. The replacement of a defective generator
 4. The manufacture of an electronic component
- 1-12. At a naval air station, organizational-level maintenance on transient aircraft is the responsibility of the
1. aircraft intermediate maintenance department of the air station
 2. operations maintenance department of the onboard operating squadrons
 3. operations maintenance division of the onboard operating squadrons
 4. operations maintenance division of the air station
- 1-13. Which of the following statements describes the assignment of aircraft maintenance personnel in squadrons and units?
1. Regardless of their location, they can be assigned, if needed, to perform selected intermediate maintenance tasks
 2. When aboard ship, they can be temporarily assigned to the AIMD of the supporting vessel
 3. When shore based, they can be temporarily assigned to the AIMD of the supporting station
 4. Each of the above
- 1-14. Intermediate maintenance activities are manned by which of the following types of personnel?
1. Permanently assigned military personnel
 2. Permanently assigned personnel from onboard tenant squadrons
 3. Permanently assigned military personnel and designated personnel from the local depot activity
 4. Permanently assigned personnel and designated personnel temporarily assigned from supported squadrons
- 1-15. Which of the following maintenance levels is tasked with the removal and installation of a part on an aircraft?
1. Depot
 2. Intermediate
 3. Organizational
 4. Industrial
- 1-16. Which of the following maintenance levels is tasked with the repair and testing of aircraft components?
1. Industrial
 2. Intermediate
 3. Depot
 4. Organizational
- 1-17. Which of the following maintenance levels is tasked with the manufacture of aircraft modification kits?
1. Depot
 2. Organizational
 3. Industrial
 4. Intermediate
- 1-18. Which of the following maintenance levels is tasked with servicing aircraft with fuel and oil?
1. Industrial
 2. Depot
 3. Organizational
 4. Intermediate

- 1-19. At what level(s) of aircraft maintenance is/are civilians used as the primary source of manpower?
1. Intermediate
 2. Organizational only
 3. Depot only
 4. Organizational and depot
- 1-20. Separation of aircraft maintenance tasks into three levels of maintenance is based upon space requirements, skill levels of assigned personnel, and what other consideration?
1. Size of aircraft
 2. Number of tasks to be accomplished
 3. Standardization of maintenance activities
 4. Complexity of the task
- 1-21. Which of the following statements describes the assignment of a specific maintenance level responsibility?
1. All maintenance activities may perform intermediate maintenance
 2. Certain organizational maintenance activities may be authorized to perform selective intermediate maintenance
 3. A few organizational maintenance activities may be authorized to perform depot-level maintenance
 4. Many intermediate-level maintenance activities may perform organizational- and depot-level maintenance
- 1-22. An intermediate maintenance activity performs maintenance in support of station aircraft and tenant squadrons and units. It also provides tenants with which of the following resources?
1. The required facilities and equipment to perform organizational maintenance
 2. The required number of personnel to perform organizational maintenance
 3. The latest copies of maintenance periodicals and instructions
 4. The required equipment to perform selective depot maintenance
- 1-23. On an aircraft carrier, the AIMD is manned by which of the following types of personnel?
1. Permanently assigned AIMD personnel
 2. Temporarily assigned personnel from the embarked squadrons only
 3. Permanently assigned AIMD personnel and temporarily assigned personnel from the embarked squadrons
 4. Permanently assigned personnel from the embarked squadrons
- 1-24. Which of the following is a benefit of an aircraft maintenance department that is properly set up and administered?
1. An accident-free environment
 2. Rapid advancement for personnel
 3. A school-like formal training program
 4. Combat readiness and a good safety record

- 1-25. The depth and complexity of specific functions to be performed by an aircraft maintenance department is determined by which of the following factors?
1. The geographical location of the supporting supply department
 2. The maintenance capability of the nearest rework facility
 3. The number of maintenance personnel available
 4. The type and number of aircraft involved
- 1-26. In the organizational structure of aircraft maintenance activities, a line relationship is a relationship that exists between
1. a servicing staff supervisor and a production line supervisor
 2. a superior and a subordinate
 3. subordinates
 4. departments
- 1-27. Which of the following is a management function of the maintenance officer?
1. Directing the maintenance department
 2. Supervising the activities of the staff divisions
 3. Providing the personnel complement for the department
 4. Initiating the reporting procedures of the department
- 1-28. In the aircraft maintenance department, direct supervision over the production divisions is the responsibility of the
1. aircraft officer
 2. assistant maintenance officer
 3. maintenance officer
 4. maintenance/material control officer
- 1-29. Which of the following groupings is arranged in the proper sequence of descending authority and includes all echelons of aircraft maintenance?
1. Division, branch, section, unit
 2. Division, department, branch, section
 3. Department, division, branch, section, unit
 4. Department, branch, division, unit, section
- 1-30. The function of the staff divisions within an organizational maintenance activity is to
1. control the workload of the activity
 2. provide services and support for the production divisions
 3. schedule aircraft through all phases of required maintenance
 4. prescribe the policies for the aircraft maintenance division officers
- 1-31. What is the basic concept of quality assurance?
1. Data correction
 2. Defect correction
 3. Defect prevention
 4. Qualitative analysis
- 1-32. To achieve effective quality assurance within an organizational maintenance activity, which of the following factors must be present?
1. Knowledge and prevention only
 2. Special skills and prevention only
 3. Knowledge and special skills only
 4. Prevention, knowledge, and special skills

1-33. Within the maintenance department, personnel from what division review incoming directives and assist in the preparation of maintenance instructions that implement these directives?

1. Line
2. Aircraft
3. Quality assurance/analysis
4. Avionics/armament

1-34. In an organizational maintenance activity, what division is responsible for all aspects of the maintenance data system (MDS)?

1. Quality assurance/analysis
2. Administrative
3. Maintenance control
4. Each cognizant division

1-35. Normally, the analysis section in an organizational maintenance activity consists of

1. one senior officer
2. one senior petty officer
3. two junior petty officers
4. two senior petty officers

1-36. Within the analysis section of the quality assurance/analysis division, the analyst reviews and analyzes reports that are based on information from

1. the monthly summary
2. the maintenance requirement cards
3. the maintenance data system
4. the master data file

1-37. New types of data reports are developed by quality assurance analysts to assist which of the following maintenance management personnel?

1. Division officers and the maintenance officer only
2. Administrative section and supervisory personnel only
3. The maintenance officer and other supervisory personnel
4. The maintenance officer and administrative section personnel

1-38. Which of the following services is/are provided by the administration section of the maintenance department?

1. Establishment and control of a central maintenance reporting and recordkeeping system
2. Preparation of correspondence pertaining to maintenance that requires special attention of the maintenance officer
3. Implementation and maintenance of all directives relative to administrative records and reports
4. Each of the above

1-39. Within the maintenance department, what section maintains personnel assignment records?

1. Quality assurance
2. Administration
3. Analysis
4. Maintenance control

1-40. The maintenance/material control officer is directly responsible to what officer?

1. Assistant maintenance officer
2. Maintenance officer
3. Executive officer
4. Commanding officer

1-41. What is the primary responsibility of the maintenance/material control officer?

1. Supervising maintenance control
2. Supervising material control
3. Directing the maintenance department
4. Directing the production divisions

1-42. What working relationship must exist between the maintenance department production divisions and the local supply activity?

1. Competition
2. Cooperation
3. Indifference
4. Hostility

- 1-43. What organizational maintenance work center provides liaison between the maintenance department and the local supply activity?
1. Maintenance control
 2. Material control
 3. Analysis
 4. Administration
- 1-44. If an item of accountable material is lost, damaged, or destroyed, the material control center initiates which of the following actions?
1. Survey
 2. Search
 3. Investigation
 4. Inquest
- 1-45. Within a maintenance department, what division/work center is responsible for inventorying an aircraft before the aircraft is transferred?
1. Production control work center
 2. Material control center
 3. Quality assurance/analysis division
 4. Aircraft division
- 1-46. In an organizational maintenance activity, what section/work center is responsible for maintaining current aircraft status on VIDS boards?
1. Quality assurance
 2. Analysis
 3. Maintenance control
 4. Material control
- 1-47. In an organizational maintenance activity, what section/work center is responsible for identifying and analyzing pertinent trends such as high man-hour consumption?
1. Maintenance control
 2. Analysis
 3. Material control
 4. Quality assurance
- 1-48. In an organizational maintenance activity, what section/work center is responsible for maintaining aircraft logbooks and records?
1. Analysis
 2. Material control
 3. Maintenance control
 4. Quality assurance
- 1-49. In an organizational maintenance activity, what section/work center is responsible for maintaining the department's master technical library?
1. Quality assurance
 2. Material control
 3. Analysis
 4. Maintenance control
- 1-50. In an organizational maintenance activity, what section/work center is responsible for collecting and screening source documents before they are forwarded to DSF for processing?
1. Quality assurance
 2. Analysis
 3. Maintenance control
 4. Material control
- 1-51. Which of the following are lists of the production elements of an organizational maintenance activity?
1. Aircraft, line, avionics/armament, and target
 2. Avionics/armament, aircraft, and quality assurance/analysis
 3. Aircraft, line, power plants, and avionics/armament
 4. Line, airframes, power plants, and avionics/armament
- 1-52. The line division is responsible for which of the following functions?
1. Administering the plane captain assignment/qualification program
 2. Performing preflight inspections
 3. Oil sampling
 4. Each of the above

- 1-53. Which of the following divisions coordinates and completes all major aircraft discrepancies that cannot be corrected by troubleshooters?
1. Maintenance/material control
 2. Aircraft
 3. Line
 4. Target
- 1-54. An intermediate maintenance activity (IMA) is composed of more divisions than an organizational maintenance activity for what reason?
1. The maintenance functions performed by the IMA only
 2. The size and maintenance functions of the IMQ
 3. The size and location of the IMA
 4. The mission and location of the IMA
- 1-55. In an intermediate maintenance activity, what division/work center is responsible for obtaining school quotas to support the department's training requirements?
1. Quality assurance/analysis
 2. Production control
 3. Administration
 4. Material control
- 1-56. In an intermediate maintenance activity, what division/work center is responsible for coordinating and controlling the supply functions of the department?
1. Production control
 2. Quality assurance/analysis
 3. Administration
 4. Material control
- 1-57. In an intermediate maintenance activity, what division/work center is responsible for assigning spaces and establishing responsibility for security and cleanliness of the spaces?
1. Material control
 2. Production control
 3. Administration
 4. Quality assurance/analysis
- 1-58. In an intermediate maintenance activity, what division/work center is concerned with the reliability of equipment and parts?
1. Quality assurance/analysis
 2. Administration
 3. Material control
 4. Production control
- 1-59. In an intermediate maintenance activity, what division/work center is responsible for planning, scheduling, and assigning maintenance tasks within the maintenance department?
1. Administration
 2. Production control
 3. Material control
 4. Quality assurance/analysis
- 1-60. Of the following functions, which one is performed by the intermediate-level production control work center?
1. Scheduling the repair of aircraft components
 2. Planning the workload
 3. Planning the aircraft parts testing
 4. Each of the above
- 1-61. Production control delegates some of its functions to selected production divisions for which of the following reasons?
1. To compensate for the size of an intermediate activity and the location of the various work centers
 2. To provide training for production division personnel in production control procedures
 3. To enhance the production effort of all production divisions
 4. To relieve production control of the responsibility for the production efforts of the production division

1-62. Refer to figure 1-2 in your text.
In an intermediate maintenance activity, what divisions are directed by the maintenance/material control officer?

1. Quality assurance/analysis, material control, and administration divisions only
2. Airframes, avionics, and aviation life support equipment divisions only
3. Armament equipment, power plants, and support equipment divisions only
4. Airframes, avionics, power plants. support equipment, armament equipment, and aviation life support equipment divisions

1-63. In an intermediate maintenance activity, what division is responsible for the maintenance of aircraft electrical systems?

1. Aviation life support equipment
2. Airframes
3. Avionics
4. Support equipment

1-64. In an intermediate maintenance activity, what division is responsible for the maintenance of mobile electric power plants?

1. Airframes
2. Avionics
3. Aviation life support equipment
4. Support equipment

1-65. In an intermediate maintenance activity, what division is responsible for the maintenance of automatic parachute actuators?

1. Aviation life support equipment
2. Airframes
3. Avionics
4. Support equipment

ASSIGNMENT 2

Textbook Assignment: "Maintenance Administration." Pages 2-1 through 2-34.

-
- 2-1. To effectively perform your duties when you are assigned to a new billet, you, as an AZ, should learn which of the following items of information?
1. The functions of the office and how the duties contribute to the overall operation
 2. The name and rank of each individual in the office and how each signing official signs his/her name
 3. The chain of command and the organization of the office
 4. Each of the above
- 2-2. When handling classified matter, you should ensure it is handled and stowed in accordance with what instruction?
1. OPNAVINST 4790.2 series
 2. SECNAVINST 5215.1 series
 3. OPNAVINST 5510.1 series
 4. SECNAVINST 5216.5 series
- 2-3. You have been assigned to a new office. Shortly after you begin your new duties, an AZ from an adjoining office gets into the habit of dropping in just to pass the time of day. What procedure should you use to discourage this AZ'S habit without giving offense?
1. Talk a short while, and then ask the AZ to leave because you have work to do
 2. Tell the AZ you are busy, and to drop in again sometime when you are not so busy
 3. Greet the AZ pleasantly, and then show by your actions that you prefer to attend to office work during working hours
 4. Greet the AZ pleasantly, and then firmly say that you are too busy to talk to anyone during office hours
- 2-4. During slack time, which of the following publications should you read?
1. Local newspapers
 2. Magazines, such as MECH only
 3. Training manuals only
 4. MECH and training manuals
- 2-5. An AZ striker must pass a typing performance test before he/she can participate in the advancement exam for AZ3. How many words a minute must the striker be able to consistently type to pass the test?
1. 15
 2. 20
 3. 25
 4. 30
- 2-6. Which of the following typewriter keys is one of the home keys for your right hand?
1. S
 2. D
 3. K
 4. E
- 2-7. Which of the following typewriter keys are the home keys for your left hand?
1. A,S,D, and F
 2. J,K,L, and M
 3. U,I,O, and P
 4. A,D,F, and G
- 2-8. What finger is used to depress the J typewriter key?
1. Right little finger
 2. Right index finger
 3. Left index finger
 4. Right ring finger

- 2-9. What finger is used to depress the K typewriter key?
1. Left index finger
 2. Left thumb
 3. Right thumb
 4. Right forefinger
- 2-10. What finger is used to depress the L typewriter key?
1. Left index finger
 2. Left little finger
 3. Right ring finger
 4. Right little finger
- 2-11. What finger controls the shift key on the typewriter?
1. Right forefinger
 2. Right little finger
 3. Left index finger
 4. Right thumb
- 2-12. When you use a typewriter, what is the only function of the right thumb?
1. Operates the space bar
 2. Controls the return key
 3. Controls the correcting keys
 4. Depresses the shift lock key
- 2-13. What finger is used to depress the B typewriter key?
1. Left index finger
 2. Left forefinger
 3. Left thumb
 4. Left ring finger
- 2-14. What typewriter key is depressed with your left forefinger?
1. \$, 4
 2. %, 5
 3. #, 3
 4. *, 8
- 2-15. What typewriter key is depressed with your left ring finger?
1. (, 9
 2. E
 3. (e, 2
 4. !, 1
- 2-16. What typewriter key is depressed with your left little finger?
1. *, 8
 2. !, 1
 3. %, 5
 4. #, 3
- 2-17. Which, if any, of the following typewriter keys is depressed with your left thumb?
1. B
 2. V
 3. N
 4. None of the above
- 2-18. Before you begin to type, it is very important that you are positioned correctly. How many inches from the typewriter keyboard should you position yourself?
1. 10 to 12 inches
 2. 10 inches
 3. 14 inches
 4. 12 to 14 inches
- 2-19. Which of the following statements concerning the use of the shift key is correct?
1. Depressing the shift key allows the typewriter to print letters in italics
 2. Depressing the shift key puts the typewriter in the lowercase mode
 3. Depressing the shift key puts the typewriter in the uppercase mode
 4. Depressing the shift key allows the typewriter to leave blank spaces
- 2-20. What feature eliminates having to keep the shift key depressed while typing a full word or sentence that consists of all capital letters?
1. The backspace bar
 2. The tab key
 3. The cap lock key
 4. The shift lock key

2-21. What minimum percentage of the typing performance test must consist of numbers?

1. 5%
2. 15%
3. 10%
4. 1%

2-22. When you take the typing performance test, you are required to type for what minimum length of time?

1. 7 minutes
2. 10 minutes
3. 5 minutes
4. 15 minutes

2-23. The following sentence contains what total number of strokes? The AZ rate is the greatest in the Navy.

1. 43
2. 45
3. 51
4. 50

2-24. You have just completed your typing performance test. Using the equation for grading the test, what total number of words would you type if your total number of strokes were 850, and you made 5 errors?

1. 20
2. 17
3. 24
4. 12

2-25. Which of the following is the primary reason that computers are being used more and more in today's Navy?

1. To make typing faster and more efficient
2. It takes up less workspace
3. It is easy to operate
4. To simplify the storage and management of statistical data

2-26. What type of duplicating machine is most widely used by naval activities?

1. Photocopier
2. Mimeograph
3. Ditto
4. Projector

2-27. The detailed instructions concerning the transmittal of classified official correspondence are contained in the latest edition of what publication?

1. The Navy File Maintenance Procedures and Standard Subject Identification Codes, SECNAVINST 5210.11
2. The Navy Directives Issuance System, SECNAVINST 5215.1
3. The Navy Correspondence Manual, SECNAVINST 5216.5
4. The Navy Information and Personnel Security Program Regulation, OPNAVINST 5510.1

2-28. You have been authorized by the commanding officer of your activity to handle Confidential material. Which of the following statements describes the manner in which you should use this authorization?

1. You have access to Confidential information only when there is a reason for you to handle it
2. You have access to all Confidential information whenever you want to see it
3. You read all Confidential documents in your office's incoming mail
4. You classify appropriate outgoing mail from your office as Confidential/Classified material handling

2-29. You should NOT transmit Confidential material by using which of the following means?

1. Registered mail
2. Armed Forces Courier Service
3. Electric means in encrypted form
4. Guard mail

- 2-30. You are working in the technical library in your squadron and are in charge of technical directives marked For Official Use Only. What should you do if an officer you do not know comes into the technical library and demands to see one of the directives?
1. Show it to the officer
 2. Ask the officer for his/her clearance
 3. Refer the officer to the security officer
 4. Refer the officer to someone senior in the chain of command
- 2-31. When should routine official mail be delivered unopened?
1. When the contents are obvious
 2. When the envelope clearly indicates the department or person for whom the mail is intended
 3. When such mail requires logging
 4. When such mail requires a mail control form
- 2-32. What instruction should you refer to if problems arise while you are typing a standard letter?
1. SECNAVINST 5216.5 series
 2. OPNAVINST 5510.1 series
 3. SECNAVINST 5210.11 series
 4. SECNAVINST 5215.1 series
- 2-33. When typing standard letters, carbon copies on yellow-colored manifold paper are prepared for
1. official filing
 2. the "To" addressee
 3. the "Via" addressee
 4. the "Copy to" addressee
- 2-34. Which of the following is a factor in determining the number of copies required when typing a standard letter?
1. The local filing practices
 2. The number of "Via" addressees
 3. The number of "Copy to" addressees
 4. Each of the above
- 2-35. What are the left and right margins on the first page of all naval letters?
1. One inch for the left margin and one inch for the right margin
 2. One inch for the left margin and two inches for the right margin
 3. One and one-half inches for the left margin and two inches for the right margin
 4. Two inches for the left margin and two inches for the right margin
- 2-36. When heading abbreviations of a letter are referred to in the text of the letter, how should they be presented?
1. Put in parenthesis
 2. Spelled out
 3. Abbreviated followed by a colon
 4. Italicized
- 2-37. Which of the following types of symbols are used on correspondence for reference and record purposes?
1. Standard Subject Identification Code (SSIC)
 2. Originators code
 3. Date
 4. Each of the above
- 2-38. Which of the following instructions contains a listing of Standard Subject Identification Codes (SSICs)?
1. SECNAVINST 5215.1 series
 2. OPNOVINST 4790.2 series
 3. SECNAVINST 5210.11 series
 4. OPNAVINST 5510.1 series
- 2-39. If a letter is classified, the appropriate designation is typed in capital letters at
1. the left margin, two lines below the date
 2. the right margin, two lines above the originators code
 3. the left margin, two lines below the "subj" line
 4. the right margin, two lines below the date

- 2-40. If a letter contains more than one reference, how should they be listed in the "reference" line?
1. Alphabetically
 2. In the order in which they are discussed in the text of the letter
 3. Chronologically by date of each reference
 4. In the order in which the reference was received by your activity
- 2-41. You are typing a letter and the final paragraph of the text is five lines long. If you have room for only four lines of text before reaching the lower margin limit, you should type the paragraph in which of the following formats?
1. Type the last paragraph on the signature page
 2. Edit the paragraph, and cut it to four lines
 3. Type three lines of the paragraph on the first page and two lines on the next page
 4. Type all five lines of the paragraph on the first page
- 2-42. Where is the signature typed or stamped on a letter?
1. In the center of the page, four lines below the last line of text
 2. At the left margin, four lines below the last line of text
 3. In the center of the page, six lines below the last line of text
 4. At the left margin, six lines below the last line of text
- 2-43. When, if ever, do you number the first page of a letter?
1. When it has a classification of Secret or above
 2. When it consists of more than two pages
 3. When it has a classification of Top Secret
 4. Never
- 2-44. What activity would be most likely to add an endorsement to an original official letter?
1. The activity listed on the "Via" line
 2. The activity listed on the "Copy to" line
 3. The activity listed on the "To" line
 4. The activity listed on the "From" line
- 2-45. If a multiple-address letter is to be sent to two action addressees, what format should be used?
1. The first addressee is typed on the "To" line, with the other addressee listed on the succeeding line
 2. A collective title is typed on the "To" line
 3. The term "Distribution list" is used on the "To" line
 4. The entry after the "To" may be "Distribution List Number _," without any further addressee identification
- 2-46. Speedletters that are prepared in message format are transmitted by what means?
1. Radio
 2. Teletype
 3. Telephone
 4. Mail
- 2-47. Which of the following procedures should be followed when preparing a speedletter?
1. If necessary the margins can be less than one inch
 2. Prepare a short letter in pen rather than type it
 3. Single-space paragraphs with double-spaced lines between them
 4. Each of the above

- 2-48. What means should you use when you need to send an urgent communication and speed is of primary importance?
1. Standard letter
 2. Naval message
 3. Speedletter
 4. Airmail
- 2-49. The detailed procedures for the preparation of naval messages are found in the latest edition of what publication?
1. The Navy Correspondence Manual, SECNAVINST 5216.5
 2. Naval Telecommunications Users Manual, NTP-3
 3. The Naval Aviation Maintenance Program (NAMP), OPNAVINST 4790.2
 4. The Navy Information and Personnel Security Program Regulation, OPNAVINST 5510.1
- 2-50. You should verify the maximum number of spaces per line on a naval message draft before forwarding it to be transmitted for which of the following reasons?
1. Naval messages must be brief
 2. Communications personnel would have to alter the message draft should 70 or more spaces per line be used
 3. There are only 65 line spaces on a standard typewriter
 4. A communications typewriter has more line spaces than a standard typewriter
- 2-51. What office/person assigns the DTG number to a naval message?
1. Communications office
 2. Originating office
 3. Drafter
 4. Releaser
- 2-52. Which of the following types of correspondence is used to prescribe or establish naval policy?
1. Standard letter
 2. Naval message
 3. Notice
 4. Directive
- 2-53. A directive is most often written in the form of a notice when it is used to
1. establish policy
 2. delegate authority
 3. initiate urgent action
 4. provide information on promotion opportunities
- 2-54. Periodic checklists are issued to activities that receive directions through the use of the Navy Directives Issuance System. What is the purpose of the checklists?
1. To group directives by their subject matter
 2. To determine the currentness and completeness of the activity's directives
 3. To determine what directives are in effect on a specific subject
 4. To distinguish between directives of a continuing nature and directives of a temporary nature
- 2-55. Instructions and notices that are issued in the Navy Directives Issuance System are similar in which of the following ways?
1. They have the same force and effect
 2. They provide for their own cancellation
 3. They contain information of a temporary nature
 4. They contain information of a continuous nature

- 2-56. Which of the following statements describes a procedure to be followed for the preparation of a directive containing four or more paragraphs?
1. The purpose of the directive is stated in the first paragraph
 2. Any reports required in the directive are listed in the second paragraph
 3. The tentative cancellation date of the directive is made in the last paragraph
 4. The statement of cancellation of the directive is made in the last paragraph
- 2-57. In NAVAIR instruction designation 7810.2, what is indicated by the .2?
1. The first change to NAVAIRINST 7810.1
 2. The second amendment that NAVAIR has issued under the subject classification number 7810
 3. The second change to NAVRIRINST 7810
 4. The second instruction that NAVAIR has issued under the subject classification number 7810
- 2-58. Which of the following numbers identifies a directive as being a notice?
1. 01540.1
 2. 5440.2
 3. 13420.2
 4. 13440
- 2-59. If an original instruction is issued by an activity with the subject number 5440, and the third instruction issued by the same activity on the same subject is classified Confidential, the correct number for the third instruction would be
1. 3-5440
 2. C5443
 3. C5440.3
 4. 5440.3
- 2-60. Which of the following subject identification numbers pertains to military personnel?
1. 1340
 2. 10550
 3. 12450
 4. 13600
- 2-61. Which of the following factors should be used to determine the classification of documents for filing?
1. The purpose of the document
 2. The manner in which similar documents are requested
 3. The subject identification number under which previous documents of a similar nature are filed
 4. Each of the above
- 2-62. You have to file some correspondence enclosures outside of your regular file cabinets because the enclosures are too large to fit properly. What procedure should you follow?
1. Use a cross-reference sheet for the regular file, and place the basic document and its enclosures together in a suitable file
 2. File the basic document in the regular file, noting the location of the enclosures; file the enclosures in a suitable file, noting the location of the basic document
 3. File the basic document in the regular file, and use a cross-reference sheet to indicate the location of the enclosures
 4. File the basic document in the regular file, and use a chargeout record for the enclosures

2-63. Which of the following statements describes the purpose of the reports management program?

1. It ensures that correct reporting intervals are established, and that the contents of reports provide adequate data
2. It eliminates the duplication of reports
3. It ensures the most simple and direct methods for reporting, and that instructions, forms and procedures for reporting are clear and complete
4. Each of the above

2-64. You are setting up a tickler file for the maintenance department of your squadron. The order in which you should file the cards in the tickler files is determined by the

1. date the report is due
2. type of report to be issued
3. subject matter of the report to be issued
4. name of addressee of the report to be issued

2-65. In-service training is used by the command to develop those skills and experiences that are required to maintain a high state of readiness and to

1. supplement homework assignments made in formal training
2. provide formal training for all the personnel of the command
3. provide informational training for all the personnel of the command
4. meet the minimum requirements of the Personnel Qualifications Standards (PQS) and the Maintenance straining Improvement Program (MTIP)

2-66. Which of the following types of training is most clearly related to informal (on-the-job) training?

1. Performance
2. Lecture
3. Homework
4. Classroom

2-67. Which of the following training systems is used to identify training deficiencies?

1. MTIP
2. PQS
3. Formal
4. Informal

2-68. How often should required reading files be reviewed?

1. Weekly
2. Daily
3. Monthly
4. Quarterly

ASSIGNMENT 3

Textbook Assignment: "Technical Publications Library." Pages 3-1 through 3-31.

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- | | |
|--|--|
| <p>3-1. Maintaining the central technical publications library (CTPL) is a responsibility of which of the following organizational-level divisions?</p> <ol style="list-style-type: none">1. Quality assurance/analysis2. Aircraft3. Line4. Avionics/armament | <p>3-5. A technical library stamp is used to identify all publications held by the activity. All basic and revised publications are stamped on the</p> <ol style="list-style-type: none">1. "A" page2. first page of the introduction section3. last page of the publication4. title page that identifies the date of the publication |
| <p>3-2. When one library within a command is designated as the central library, all other libraries within the command are designated as</p> <ol style="list-style-type: none">1. external libraries2. dispersed libraries3. annex libraries4. subsidiary libraries | <p>3-6. When a publication has been cancelled, revised or is no longer required, the NWPL catalog card is maintained in a dead record file for what minimum period of time?</p> <ol style="list-style-type: none">1. 6 months2. 2 years3. 1 year4. 3 months |
| <p>3-3. Detailed procedures pertaining to the establishment and operation of a technical library can be found by referring to the latest edition of what publication?</p> <ol style="list-style-type: none">1. OPNAVINST 5510.12. OPNAVINST 4790.23. NAVAIR 00-25-1004. NAVAIR 00-25DRT-1 | <p>3-7. Of the following forms, which one is filed in the technical publications library file for each publication?</p> <ol style="list-style-type: none">1. OPNAV 5070/122. OPNAV 5070/113. NAVAIR 5070/124. NAVAIR 5070/11 |
| <p>3-4. Which of the following publications does NOT require a Naval Warfare Publications Location (NWPL) Catalog Card?</p> <ol style="list-style-type: none">1. Miars cartridges2. Commercial manuals3. Airframe changes4. Miscellaneous publications | <p>3-8. Following the receipt of a rapid action change (RAC), what is the total number of days allowed for the incorporation of the RAC?</p> <ol style="list-style-type: none">1. 2 working days2. 3 working days3. 5 working days4. 7 working days |

- 3-9. Which of the following types of information is contained in the transaction file?
1. Correspondence pertaining to the technical library
 2. Latest audit/inventory summaries for the central and dispersed libraries
 3. Up-to-date instructions for the operation of the technical library
 4. Each of the above
- 3-10. Which page in NAVAIR manuals lists the pages that have been altered in the latest and previous changes?
1. Introduction
 2. "A"
 3. Title
 4. Change
- 3-11. Of the following forms, which one is used to maintain control of changes to manuals?
1. OPNAV 5070/12
 2. OPNAV 5070/11
 3. OPNAV 4790/2
 4. OPNAV 5070/15
- 3-12. Classified pages in manuals are disposed of as specified by the latest edition of what publication?
1. OPNAVINST 4790.2
 2. SECNAVINST 5216.5
 3. OPNAVINST 5510.1
 4. OPNAVINST 5512.1
- 3-13. Which of the following is NOT an appropriate method for making changes to NAVAIR technical manuals?
1. Rapid action changes (RACs)
 2. Revisions
 3. Pen-and-ink
 4. Routine changes
- 3-14. The responsibility for the release of technical manuals that deal with the operation and maintenance of aircraft rests with which of the following authorities?
1. CNO
 2. SECNAV
 3. DCNO (Air)
 4. NAVAIRSYSCOM
- 3-15. Information concerning an approved maintenance plan on a given aircraft or weapon system may be obtained from which of the following publications?
1. NATOPS flight manual
 2. Structural repair manual
 3. Maintenance instruction manual
 4. Illustrated parts breakdown
- 3-16. What publication provides a listing of assigned alphanumeric codes for identification of installed systems of equipment?
1. NAVSUP 2002
 2. Work unit code manual
 3. OPNAVINST 4790.2 series
 4. OPNAVINST 5442.2 series
- 3-17. What is the short title of the manual that is specifically designed to sequentially define scheduled maintenance requirements?
1. PMRM
 2. PMS
 3. MIM
 4. WUC
- 3-18. To obtain information about component removal and/or replacement schedules, you should refer to which of the following publications?
1. MRCs
 2. PMS
 3. MIM
 4. PMICs

- 3-19. What publication provides the step-by-step instructions for the efficient performance of certain maintenance tasks?
1. NATOPS
 2. IPB
 3. MIM
 4. MRC
- 3-20. What publication is used as an aid in planning and accomplishing the scheduled and unscheduled maintenance tasks during inspections?
1. MRCs
 2. SCCs
 3. IPBs
 4. Checklists
- 3-21. What publication helps maintenance personnel identify individual parts?
1. Structural repair manual
 2. Illustrated parts breakdown
 3. NATOPS flight manual
 4. Maintenance instruction manual
- 3-22. What publication provides standardized ground and flight operational procedures, training requirements, and other operational information of a technical nature?
1. NATOPS
 2. Operator checklists
 3. MIM
 4. MRC
- 3-23. Which part of a NAVAIR technical manual number identifies a basic aircraft model?
1. Part I
 2. Part II
 3. Prefix
 4. Part III
- 3-24. Which part of a NAVAIR technical manual number identifies the command responsible for developing and maintaining the manual?
1. Prefix
 2. Part III
 3. Part II
 4. Part I
- 3-25. Which part of a NAVAIR technical manual number designates the general subject classification or major category?
1. Part III
 2. Part II
 3. Part I
 4. Prefix
- 3-26. Which of the following is the purpose of the technical manual identification numbering system (TMINS)?
1. To standardize publication identification
 2. To standardize publication referencing
 3. To standardize publication requisitioning
 4. Each of the above
- 3-27. Which part of a NAVAIR technical manual number identifies a particular type of manual?
1. Prefix
 2. Part I
 3. Part II
 4. Part III
- 3-28. The standard TMINS number is made up of what total number of distinct parts?
1. One
 2. Two
 3. Three
 4. Four
- 3-29. The publication identifier (PI) is the root of the TMINS number. It contains what total number of characters?
1. 13
 2. 12
 3. 11
 4. 10

- 3-30. In what part of the TMINS number is the hardware/subject identifier contained?
1. The two characters making up the TM serial number
 2. The three characters making up the TM acronym
 3. The first seven characters of the PI
 4. The last six characters of the PI
- 3-31. Classified publications are identified by the PI
1. composition
 2. prefix
 3. subject serial number
 4. suffix
- 3-32. The Navy Stock List of Publications and Forms is the primary index for which of the following publications?
1. Training manuals
 2. Technical directives
 3. Maintenance instructions
 4. Technical orders
- 3-33. Which section of the NAVSUP 2002 contains a listing of all Naval forms?
1. Section I
 2. Section II
 3. Section III
 4. Introduction
- 3-34. To ensure that the information contained in NAVAIR 00-500A is current, cumulative supplements are issued in
1. January, April, July, and September
 2. February, May, August, and November
 3. March, June, September, and December
 4. April, July, October, and January
- 3-35. What types of technical publications are listed in NAVAIR 00-500C?
1. Forms
 2. Manuals
 3. Directives
 4. Microfilm cartridges
- 3-36. To what part of the NAPI should you refer for a listing of MIARS cartridge numbers and their latest film date?
1. NAVAIR 00-500B
 2. NAVAIR 00-500M, Part I
 3. NAVAIR 00-500M, Part II
 4. NAVAIR 01-700
- 3-37. A complete reissue of a replacement document with all changes incorporated is known as a/an
1. supplement
 2. revision
 3. appendix
 4. formal change
- 3-38. Normally, which of the following events occurs when more than 60 percent of a publication is affected by a change?
1. A RAC is issued to the publication
 2. The affected pages are renumbered and issued
 3. The publication is revised and reissued
 4. A new change is issued to the publication
- 3-39. New information about a specific aircraft's operation and/or maintenance involves safety. What type of document is issued to update the applicable technical manual?
1. Rapid action change
 2. Appendix to the publication
 3. Supplement to the publication
 4. Revision to the publication

- 3-40. When message transmission is impractical because of a requirement for illustrations and/or diagrams, what type of change is issued to incorporate urgent change data?
1. RAC Type 1A
 2. RAC Type II
 3. RAC Type IB
 4. Urgent change
- 3-41. In a reactivated activity, what person is responsible for requesting the initial outfitting of general and specific technical manuals?
1. Librarian
 2. Quality assurance/analysis officer
 3. Executive officer
 4. Commanding officer
- 3-42. A newly commissioned activity has requested an initial outfitting of manuals, but it did not indicate the quantity that it desired. What quantity will the activity receive?
1. The quantity is issued in accordance with the computerized standard quantity issue
 2. General publications are forwarded to the activity, but specific publications are excluded
 3. The request is returned to the activity for the required information
 4. The request is filled at the lowest priority
- 3-43. The technical publications librarian can order aeronautic technical manuals on a one-time basis by submitting the request on which of the following forms?
1. NAVAIR 00-25DRT-1
 2. DD Form 1348
 3. OPNAV Form 1348
 4. NAVAIR Form 1348
- 3-44. Which of the following publications is used by NATSF for the automatic distribution of changes and revisions to technical manuals?
1. NA 00-25DRT-1
 2. NA 00-500A
 3. NA 00-500B
 4. NA 00-25-100
- 3-45. An activity desires to receive publications on a continuing basis. Which of the following items should the activity fill out and forward to NATSF?
1. DD Form 1348
 2. The requirements tables from NA 00-25DRT-1
 3. The last page of NAVSUP 1205
 4. The last page of NAVSUP 2002, section 1
- 3-46. The automatic distribution requirements tables consist of what total number of sections?
1. Seven
 2. Six
 3. Five
 4. Four
- 3-47. Requirements tables should be submitted for which of the following types of continuing requirements?
1. To modify existing requirements
 2. To change the quantity of the requirements
 3. To delete some, but not all, of the publications
 4. Each of the above
- 3-48. When completed, the original copy of the requirements tables should be forwarded to
1. the CFA
 2. the NPFC
 3. NAVAIR
 4. NATSF

- 3-49. Technical directives are letter-type documents whose primary purpose is to
1. direct the accomplishment and recording of modifications and one-time inspections on equipment
 2. expedite dissemination of information
 3. direct urgent actions
 4. update technical manuals
- 3-50. Technical directives that provide expedient action on minor changes that offer significant advantages to the operating forces are known as
1. interim changes
 2. bulletins
 3. amendments
 4. rapid action minor engineering changes
- 3-51. Which of the following technical directives is most likely to be superseded by a formal type of technical directive?
1. A-6 Interim Airframe Change
 2. A-7 Accessory Bulletin No. 115
 3. T-46 Engine Bulletin No. 111
 4. Rapid action minor engineering change
- 3-52. Which of the following is a process by which technical directives are removed from active files after all requirements have been completed?
1. Bulletin
 2. Amendment
 3. Rescission
 4. Cancellation
- 3-53. A technical directive is assigned the category "immediate action" when it is issued to correct which of the following conditions?
1. Equipment deficiencies that could constitute a hazard
 2. Safety conditions that could result in fatal injury to personnel
 3. Conditions that compromise safety but may not impose restrictions on operation
 4. Equipment deficiencies that could constitute a hazard and could have an adverse effect on operational efficiency
- 3-54. Which category of technical directives is used when a modification has been completely incorporated in all accepted equipment by the contractor?
1. Immediate
 2. Routine
 3. Record purpose
 4. Urgent
- 3-55. Which of the following activities is responsible for assigning technical directive numbers?
1. NAVAIR
 2. CNO
 3. NATSF
 4. OPNAV
- 3-56. What total number of pages of microfilmed data may be contained on one fiche card?
1. 102 pages
 2. 146 pages
 3. 270 pages
 4. 575 pages
- 3-57. What division is responsible for auditing the central technical publications library (CTPL)?
1. Quality assurance/analysis
 2. Maintenance/material control
 3. Maintenance administration
 4. Aircraft

3-58. Publications listed as AUDIT ASSIST are used by the CTPL librarian for which of the following purposes?

1. To ensure receipt of technical directives
2. To ensure that technical directives held in the CTPL are current
3. To identify publications that are needed
4. To adjust the unit's automatic distribution tables

3-59. At what minimum interval should the CTPL librarian schedule an audit for each dispersed library?

1. Monthly
2. Quarterly
3. Semiannually
4. Annually

3-60. In addition to scheduled audits, dispersed libraries should be audited when which of the following events occurs?

1. A competent authority directs an audit
2. A new work center supervisor is assigned
3. A new dispersed librarian is assigned
4. Each of the above

ASSIGNMENT 4

Textbook Assignment: "Maintenance/Production Control." Pages 4-1 through 4-78.

- 4-1. Which of the following work centers is considered to be the focal point of all aircraft maintenance action within a given activity?
1. Quality assurance
 2. Maintenance control
 3. Material control
 4. Power plants
- 4-2. Of the following functions, which one is the responsibility of maintenance control?
1. To schedule and plan the work of the production divisions
 2. To maintain aircraft logs and records
 3. To maintain the VIDS board
 4. Each of the above
- 4-3. When filling out a maintenance data system (MDS) source document, the worker should convert the description of the completed work into
1. narrative form
 2. coded form
 3. a series of reports
 4. message form
- 4-4. Summarized computer reports are produced by MDS input. The information contained in these reports is used by the maintenance supervisor as an aid
1. in reducing flight hours
 2. in planning and directing the maintenance effort
 3. in maintaining the VIDS board
 4. in scheduling awaiting maintenance time
- 4-5. What MDS subsystem involves the widest range and most complex types of information?
1. Utilization reporting
 2. Maintenance data reporting
 3. Material reporting
 4. SCIR reporting
- 4-6. What reporting system provides factual information generated at the lowest level of maintenance as to the aircraft equipment inventory and actual subsystem performance?
1. MDR
 2. MR
 3. SCIR
 4. Utilization
- 4-7. Within NALCOMIS, a keyboard visual display terminal (KVDT), located in the maintenance and supply spaces, is used for which of the following purposes?
1. As a computer base for maintenance instructions and correspondence
 2. To reduce aircraft readiness by providing timely and accurate information
 3. For automated preparation and processing of maintenance and supply source documents
 4. To record utilization data
- 4-8. What total number of separate parts are combined to make a single job control number (JCN)?
1. One
 2. Two
 3. Three
 4. Four

- 4-9. Which of the following codes describes what maintenance was performed on an item identified by a work unit code (WUC)?
1. Work unit code
 2. Action taken code
 3. When discovered code
 4. Malfunction description code
- 4-10. What MDS code is used to describe work as being scheduled or unscheduled maintenance?
1. Work center code
 2. Work unit code
 3. Manufacturer's code
 4. Type maintenance code
- 4-11. Inventory status codes denote the status of the aircraft and/or equipment at the time of inventory. Which of the following codes indicates that an aircraft is undergoing special rework at the reporting custodians site?
1. A
 2. 3
 3. 1
 4. 2
- 4-12. Which of the following actions is documented on a VIDS/MAF?
1. On-equipment repair actions
 2. IMA component repair
 3. Removal of repairable components
 4. Each of the above
- 4-13. At the organizational level of maintenance, what copy of the VIDS/MAF is used as the maintenance control register?
1. Copy 1
 2. Copy 2
 3. Copy 3
 4. Copy 4
- 4-14. At both the organizational- and intermediate-level maintenance activities, what copy of the VIDS/MAF is used to verify the daily audit report?
1. Copy 1
 2. Copy 5
 3. Copy 3
 4. Copy 4
- 4-15. On the VIDS/MAF, what block is used to reflect clock hours involved in accomplishing a repair?
1. Elapsed M/T
 2. Accumulated AWM hours
 3. Repair cycle
 4. Man-hours
- 4-16. What type of information should be entered in the Maintenance Level block of the VIDS/MAF?
1. The level of maintenance of the activity to which maintenance personnel are attached
 2. The code number for the level of maintenance being performed
 3. The level of maintenance to which the end item must be shipped
 4. The level of the maintenance activity supported by the local supply detachment
- 4-17. What data should be entered on block B08, Repair Cycle, of the VIDS/MAF?
1. The Julian date on which the repair of a removed component began
 2. The Julian date on which the replacement of a removed component was completed
 3. The calendar date on which the replacement component was received by material control
 4. The Julian date on which the discrepancy was reported

- 4-18. What is indicated by the character M in the Job Status blocks of the VIDS/M&F?
1. The end of AWP status
 2. The end of AWM status
 3. The reason for performing the maintenance action
 4. The maintenance level of the activity performing the work
- 4-19. What is indicated by an X in the QA Req/BCM block of an organizational-level maintenance VIDS/MAF?
1. The work must be inspected by a QAR only
 2. The work must be inspected by a CDI only
 3. The work must be inspected by either a CDI or QAR
 4. The work is beyond organizational-level maintenance capability
- 4-20. What type of information should be entered in the Maintenance Control block of the VIDS/MAF?
1. The signature and rate of the maintenance control chief
 2. The signature and rate of the worker who repaired the discrepancy
 3. The signature and rate of the maintenance control person clearing the discrepancy from the VIDS board
 4. The signature and rate of the maintenance control officer
- 4-21. Which of the following is a newly developed system used to process selected nontactical flight data in support of the reliability centered maintenance concept?
1. ECOMTRAK
 2. ECAMS
 3. NAVFLIRS
 4. SCIR
- 4-22. The Naval Aircraft Flight Record is used to collect which of the following types of data?
1. A statistical description of a flight pertaining to the aircraft and crew members
 2. A record of training areas that were used on the flight
 3. A record of weapons proficiency
 4. Each of the above
- 4-23. Which of the following statements best describes the Naval Aircraft Flight Record?
1. It is a five-part form, each page containing separate information, with areas highlighted for easy documentation
 2. It is a three-part form, each part containing different data, preceded by easy-to-follow instructions
 3. It consists of an original and two color-coded copies containing identical information, with mandatory fields designated by shaded portions
 4. It consists of an original and five supplemental pages containing identical information, with mandatory fields designated by red-bordered blocks
- 4-24. At the completion of a flight, which of the following persons signs the Naval Aircraft Flight Record certifying that it is complete and accurate?
1. The designated crew member only
 2. The pilot or designated crew member
 3. The pilot or mission commander
 4. The maintenance control clerk

- 4-25. One Naval Aircraft Flight Record may be used for two or more flights under which of the following conditions?
1. The total mission requirement (TMR) codes do not exceed three, and the pilot in command remains the same
 2. Ops code remains the same
 3. No maintenance other than servicing is performed at intermediate stops other than the addition of fuel, oil, or oxygen
 4. Each of the above
- 4-26. On Naval Aircraft Flight Records, exception code X is used to document which of the following situations?
1. A cancelled flight
 2. To correct, delete, or revise previously submitted data
 3. The loss of a crew member to the squadron data base
 4. Flight trainer simulator time
- 4-27. At sites not having ECAMS, which copy of the Naval Aircraft Flight Record is forwarded to maintenance control for filing?
1. Copy 2
 2. Copy 3
 3. Copy 1
 4. Copy 4
- 4-28. Which of the following statements best describes the purpose of the VIDS?
1. It is a management tool that provides a graphic display of up-to-date information on a continuing basis
 2. It serves as a management tool that is used to schedule all maintenance actions
 3. It is a filing system for source documents
 4. It is a tool that is used to display maintenance actions
- 4-29. What type of data is correlated through the use of the VIDS?
1. Aircraft flight operations information
 2. Aircraft status information
 3. Technical training requirements
 4. Work center technical publication requirements
- 4-30. Which of the following forms are displayed on the VIDS board?
1. VIDS/MAFs
 2. Aircraft flight schedule cards
 3. Aircraft acceptance and inspection records
 4. Each of the above
- 4-31. On the maintenance control VIDS board, the manpower indicator is used to indicate the number of
1. personnel needed to complete a job
 2. workers and supervisors on leave
 3. personnel assigned and available for work
 4. man-hours required to complete a job
- 4-32. On what VIDS board is the status of support equipment indicated?
1. Intermediate maintenance
 2. Maintenance control
 3. Material control
 4. Aircraft division
- 4-33. In addition to the EQUIP, AWM, and IN-WORK columns, the SE production control VIDS board includes a fourth column that is used to display what type of information?
1. SE items on subcustody
 2. Inventory of SE
 3. Scheduled and unscheduled maintenance
 4. AWP

- 4-34. If a red tab or red filler is placed on the VIDS board, it indicates a discrepancy that places the aircraft in what category?
1. PMCS/PMC
 2. NMC
 3. PMCM/NMC
 4. PMC
- 4-35. What record provides a comprehensive chronology of flight and maintenance activity on a specific aircraft?
1. VIDS/MAF
 2. ADB
 3. VIDS board
 4. Monthly flight record
- 4-36. For what minimum length of time should the Aircraft Inspection and Acceptance Record remain in the ADB?
1. Ten consecutive flights
 2. Ten flights or 15 calendar days
 3. Ten away-from-home-station flights
 4. Ten flights or 30 calendar days
- 4-37. The signature certifying "safe-for-flight condition" on the Aircraft Inspection and Acceptance Record must be that of the maintenance officer, maintenance control officer, or other authorized persons that have been designated in writing by the
1. maintenance officer
 2. maintenance/material control officer
 3. executive officer
 4. commanding officer
- 4-38. For what minimum length of time should discrepancies be retained in the ADB?
1. 10 days
 2. 10 flights
 3. 10 flight hours
 4. Until corrected
- 4-39. Prior to the completion of a maintenance action, what copy of the VIDS/MAF should be located on the right side of the ADB?
1. copy 1
 2. copy 2
 3. copy 3
 4. copy 4
- 4-40. Upon completion of a corrective action, the completed copy 4 of the VIDS/MAF is removed from the ADB and forwarded to
1. the logs and records section
 2. material control
 3. quality assurance
 4. the respective work center
- 4-41. The current discrepancy status display method is used in operating the organizational maintenance control VIDS because this method
1. requires extensive communications
 2. requires fewer personnel to operate it
 3. makes it easier to maintain control of the maintenance effort
 4. is the only one authorized for use
- 4-42. At what minimum interval should the VIDS board be verified with the various work centers?
1. Daily
 2. Once each shift
 3. Weekly
 4. Monthly
- 4-43. Which of the following blocks on a VIDS/MAF is completed by the pilot and/or initiator?
1. Type equipment code
 2. BUNO
 3. Type maintenance
 4. Work center

- 4-44. Upon completion of a corrective action, what should be the disposition of copy 3 of the VIDS/MAF?
1. Forward it to QA for filing
 2. Place it on the right side of the ADB
 3. Place it on the left side of the ADB
 4. Forward it to DSF for processing
- 4-45. At the intermediate maintenance level, what copy of the VIDS/MAF is forwarded to production control by AMSU?
1. Copy 1
 2. Copy 2
 3. Copy 3
 4. Copy 4
- 4-46. Maintaining aeronautical equipment in the highest possible state of operational readiness is the goal of which of the following systems?
1. MDS
 2. VIDS
 3. MDR
 4. PMS
- 4-47. Of the following statements about MRCs, which one is correct?
1. A signature is required on each MRC when a job is completed
 2. MRCs are provided for preflight, daily and calendar inspections, and pilot's weekly inspections
 3. Only one set of MRCs is maintained by an activity
 4. Local requirements can be added to the published MRC set
- 4-48. What publication provides a way to reduce the total out-of-service time required for periodic maintenance inspections?
1. Work record forms
 2. Sequence control cards/charts
 3. Maintenance requirements charts
 4. Maintenance requirements cards
- 4-49. What publication provides maintenance personnel with abbreviated requirements for turnaround and preoperational inspections?
1. SRCs
 2. MRCs
 3. Checklists
 4. Local MRCs
- 4-50. Maintenance control holds a preinspection planning meeting several days before an aircraft goes in for a calendar/phase inspection. What is the reason for this meeting?
1. To establish responsibility for the work to be performed
 2. To determine SCC requirements
 3. To prepare the SCC by adding any additional requirements
 4. To determine the maintenance personnel requirements for the inspection team
- 4-51. After an aircraft has made 100 arrestments, what type of inspection should be performed?
1. Conditional inspection
 2. Special inspection
 3. Phased inspection
 4. Calendar inspection
- 4-52. Which of the following inspections is a depot-level evaluation of an aircraft's general material condition?
1. ASPA
 2. Phased inspection
 3. Calendar inspection
 4. Special inspection

- 4-53. After the completion of a checkflight, the completed checklist is retained for a minimum of 6 months or
1. one calendar/phase inspection cycle, whichever is greater
 2. two completed calendar inspection periods
 3. one completed phase and calendar inspection cycle
 4. two completed phase inspection intervals
- 4-54. The SCIR system is used for which of the following purposes?
1. To relieve a unit of the responsibility for OPNAV XRAY report submission
 2. To maintain subsystem capability
 3. To monitor the mission capability of selected end items only
 4. To monitor all end items
- 4-55. The term "OUT of MCRS" is defined by which of the following statements?
1. An aircraft is in the inventory reporting system but does not require SCIR documentation
 2. An aircraft is out of the inventory reporting system and does require SCIR documentation
 3. An aircraft is in the inventory reporting system and does require SCIR reporting
 4. The aircraft is enroute to SDLM
- 4-56. An aircraft is gained by your activity at 1536. What should be entered in block B34 on the inventory VIDS/MAF?
1. 1500
 2. 1536
 3. 1600
 4. 1530
- 4-57. Which of the following OPNAV XRAY status codes indicates that an aircraft is IN MCRS?
1. BMO
 2. H3A
 3. G30
 4. Each of the above
- 4-58. If you are documenting an inventory gain on SE that has no serial number, which of the following actions should you take?
1. Use the last six characters of the equipment work unit code (WUC)
 2. Enter six zeros in the BU/SER number block
 3. Create a serial number by using the reporting custodian organization code plus the first three characters of the TEC
 4. Create a serial number by using the organization code of the controlling custodian plus a locally assigned three-character serial number
- 4-59. What system is used for the collection of flight activity data?
1. SCIR
 2. NAVFLIRS
 3. DAR
 4. MIFAR
- 4-60. The NAVFLIRS-00 report is best described by which of the following statements?
1. It reflects the aircraft and SE gained into inventory during the previous month
 2. It identifies the total aircrew assigned to an organization
 3. It lists each aircraft assigned and total hours flown
 4. It is a master roster of all aircraft in the inventory

- 4-61. Which of the following monthly reports summarizes, by BUNO, the distance flown for each airlift mission?
1. NAVFLIRS-4
 2. NAVFLIRS-2
 3. NAVFLIRS-1
 4. NAVFLIRS-3
- 4-62. At the organizational level, what form is used to request work that is beyond the maintenance capability of the requesting activity?
1. ETR
 2. VIDS/MAF work request
 3. DD 1348
 4. Speedletter
- 4-63. Intermediate maintenance activity and supply department personnel use which of the following forms to request assistance from depot-level activities?
1. VIDS/MAF work request
 2. VIDS/MAF
 3. Work request, customer services
 4. IMA/supply work request
- 4-64. What form should be submitted to the designated rework activity 1 month before the scheduled induction date of the aircraft?
1. SDLM special work request
 2. VIDS/MAF work request
 3. Work request, customer service
 4. VIDS/MAF
- 4-65. Most aircraft technical directives can be scheduled for compliance during which of the following times?
1. During rework
 2. During daily inspections
 3. During calendar/phase inspections
 4. After flight hours
- 4-66. When a technical directive is to be complied with, what person(s) initiate(s) the action to procure the required kits and material?
1. Maintenance control personnel
 2. The worker
 3. Work center personnel
 4. The work center supervisor
- 4-67. When compliance with a technical directive requires the assistance of more than one work center, maintenance control should take what action?
1. Issue a "blanket" TD compliance VIDS/MAF, with copies to all assist work centers
 2. Issue a TD compliance VIDS/MAF to the primary work center, and allow the assist work center to document their portion on the same VIDS/MAF
 3. Issue a separate TD compliance VIDS/MAF to each assist work center
 4. Issue a TD compliance VIDS/MAF to the primary work center only
- 4-68. What block of the TD compliance VIDS/MAF ensures that logs and records are properly updated?
1. Entries required signature block
 2. Reference/local use block
 3. Corrective action block
 4. Discrepancy block
- 4-69. What status code is entered in block A35 of a TD compliance VIDS/MAF to show an assist work center?
1. A
 2. B
 3. C
 4. D

- 4-70. When a technical directive is performed on a transient aircraft, copy 4 of the VIDS/MAF should be processed in what way?
1. Forwarded to data services for processing
 2. Returned to home station with the aircraft
 3. Filed by the primary work center
 4. Used as the verification copy by QA/A
- 4-71. Whenever oil analysis is initiated, terminated, or the monitoring laboratory changes, an entry is required in what section of the aircraft logbook?
1. Miscellaneous/history
 2. Preservation/depreservation
 3. Repair/rework
 4. Inspection record
- 4-72. Which of the following SE records contains a record of periodic maintenance performed?
1. SE Preoperational Record, OPNAV 4790/52
 2. SE Transaction Report, OPNAV 4790/64
 3. SE Periodic Maintenance Checklist, OPNAV 4790/53
 4. SE Custody and Maintenance History Record, OPNAV 4790/51
- 4-73. Copy 1 of the VIDS/MAF is retained for a minimum of 6 months from which of the following dates?
1. The completion date
 2. The date it was received from DSF
 3. The date it was received by the analysis section
 4. The JCN date
- 4-74. The responsibility for preparing and publishing the organizational-level monthly maintenance plan rests with what officer?
1. Station/ship supply officer
 2. Maintenance administration officer
 3. Maintenance officer
 4. Maintenance/material control officer
- 4-75. The IMA monthly meeting is held for which of the following purposes?
1. To provide the necessary planning and coordination to improve the overall maintenance program
 2. To plan the IMA training schedule
 3. To discuss IMA predeployment plans
 4. To provide leadership training for IMA shop supervisors

ASSIGNMENT 5

Textbook Assignment: "Quality Assurance/Analysis." Pages 5-1 through 5-34.

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- | | |
|---|---|
| <p>5-1. Maintenance personnel assigned to the QA/A division are known as</p> <ol style="list-style-type: none">1. analysts2. collateral duty inspectors (CDIs)3. technical representatives4. quality assurance representatives (QARs) | <p>5-5. Which of the following reports is used to report deficiencies in materials that if not corrected could result in death to personnel?</p> <ol style="list-style-type: none">1. EMR2. QDR3. HMR4. EI |
| <p>5-2. Which of the following is the primary duty of the data analyst?</p> <ol style="list-style-type: none">1. Perform all MDS functions of QA/A2. Correct work center documentation errors3. Maintain the technical publications library4. Develop charts and graphs for the maintenance officer | <p>5-6. Which of the following reports provides a standard system for reporting explosive incidents?</p> <ol style="list-style-type: none">1. EMR2. EI3. HMR4. QDR |
| <p>5-3. Which of the following reports provides a method for reporting safety situations and quality deficiencies that require special attention and/or prompt corrective action?</p> <ol style="list-style-type: none">1. The aircraft discrepancy report only2. The engineering investigation and aircraft discrepancy report only3. The quality deficiency report only4. Any of the six reports covered under the Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) | <p>5-7. Which of the following reports provides an investigation process that determines the cause of fleet-reported equipment failures?</p> <ol style="list-style-type: none">1. ADR2. TPDR3. EI4. QDR |
| <p>5-4. What division is responsible for managing the NAMDRP?</p> <ol style="list-style-type: none">1. Maintenance/material control2. Quality assurance/analysis3. Avionics/armament4. Aircraft | <p>5-8. Which of the following reports provides maintenance activities with a method for reporting deficiencies in newly reworked material?</p> <ol style="list-style-type: none">1. ADR2. QDR3. TPDR4. EMR |
| | <p>5-9. Which of the following reports provides a direct method for reporting discrepancies in quality assurance procedures to NAVAVNDEPOTs performing maintenance on aircraft?</p> <ol style="list-style-type: none">1. QDR2. EI3. TPDR4. ADR |

- 5-10. Which of the following reports provides a simplified procedure for reporting publication deficiencies?
1. TPDR
 2. HMR
 3. QDR
 4. EI
- 5-11. To what authority are all HMRS, EMRs, EI requests. and QDRs submitted?
1. Cognizant field activity
 2. Division officer
 3. Commanding officer
 4. Cognizant type commander
- 5-12. Which of the following situations requires the submission of a NAMDRP message report?
1. An explosive malfunction
 2. An accident where maintenance procedures are considered the contributing cause
 3. An urgent change is required to aircraft loading instructions
 4. Each of the above
- 5-13. A response to an HMR must be provided by the CFA to the requesting activity within how many hours after receipt of the request?
1. 24
 2. 48
 3. 72
 4. 36
- 5-14. All NAMDRP reports have report control numbers that enable the reporting activity to control the reports. These numbers commence with 0001 at the beginning of each calendar year and continue through which of the following sequences?
1. Consecutively throughout the calendar year
 2. To 0999 and then start over
 3. To 0999 and start over with an alphabetical prefix
 4. To 0999 and start over with an alphabetical suffix
- 5-15. When must an HMR priority precedence message be submitted?
1. Within 12 hours after discovery of the deficiency
 2. Within 24 hours after discovery of the deficiency
 3. Within 5 working days after discovery of the deficiency
 4. Within 3 working days after discovery of the deficiency
- 5-16. Which of the following situations requires the submission of an EMR?
1. A malfunction or failure of an explosive system
 2. An urgent change to ordnance loading safety instructions is required
 3. An urgent action or assistance is required to correct a deficiency because of an operational commitment
 4. Each of the above
- 5-17. What are the two types of QDRs?
1. Standard and special
 2. Special and support
 3. Safety and standard
 4. Cat I and Cat II
- 5-18. Which of the following statements describes a procedure used when reporting a Cat I QDR?
1. It is submitted when the existing quality deficiency affects life or limb
 2. It is submitted on an SF-368
 3. It is submitted following each EI
 4. It is used to correct routine deficiencies found in technical manuals

- 5-19. Which of the following statements describes a procedure used when reporting a Cat II QDR?
1. It is submitted when mission accomplishment is jeopardized
 2. It is submitted by routine precedence message
 3. It is submitted on SF 368
 4. It is submitted when combat capabilities are impaired
- 5-20. Which of the following objectives is a reason for submitting an aircraft discrepancy report?
1. To make the rework activities aware of the amount of depot-level maintenance being performed by the operating activity
 2. To ensure that minor discrepancies discovered on recently reworked aircraft are corrected by the rework activity
 3. To provide a direct method for reporting minor discrepancies, major discrepancies, and/or critical discrepancies in quality assurance procedures
 4. To single out the critical deficiencies that exist in aircraft rework specifications
- 5-21. What form is used to submit an ADR?
1. VIDS/MAF
 2. SF 368
 3. OPNAV 4790/35
 4. DD 173
- 5-22. An ADR must be submitted on each newly reworked aircraft as soon as possible, but in no case later than
1. 72 hours after receipt of the aircraft
 2. 30 days after receipt of the aircraft
 3. 10 days after receipt of the aircraft
 4. 45 days after receipt of the aircraft
- 5-23. You should report routine deficiencies found in NAVAIR technical manuals by submitting a/an
1. OPNAV 4790/66
 2. NA 00-25DRT table
 3. CAT I TPDR
 4. routine change form
- 5-24. Deficiencies in which of the following publications should NOT be reported using the TPDR?
1. MRCs
 2. Checklists
 3. MIMs
 4. NATOPS manuals
- 5-25. Which of the following activities is an action addressee on a CAT I TPDR priority message?
1. AIMS0
 2. NAVAIRTECHSERVFAC
 3. NAESU
 4. NAVAIR
- 5-26. The data analyst must be a senior petty officer and formally trained in which of the following areas?
1. MDS procedures
 2. Data processing
 3. Statistical analysis
 4. Each of the above
- 5-27. Which of the following tasks is included in analysis techniques?
1. Extraction of data
 2. Examination of data
 3. Presentation of data
 4. Each of the above
- 5-28. The requirement for analysis should be the result of a/an
1. direction by higher authority
 2. aircraft accident
 3. "need to know" situation imposed by management
 4. decline in work center productivity

- 5-29. Which of the following is a mechanical process used to screen certain columns or lines of a report to identify and select the desired data?
1. Data extraction
 2. Translation of data
 3. Examination of data
 4. Data selection
- 5-30. Which of the following is NOT an intent of the detailed study of data?
1. To determine if a problem actually exists
 2. To translate coded data into meaningful terms
 3. To identify the factors contributing to a problem
 4. To suggest possible alternative courses of action
- 5-31. What form is used to submit source documents to the data services facility (DSF)?
1. OPNAV 4790/60
 2. SF 95
 3. OPNAV 4790/45
 4. NAVAIR 4790/3
- 5-32. If a document is found to be illegible during DSF processing, what action is taken by the DSF?
1. The DSF corrects and processes the document
 2. The analyst is contacted by phone to correct the document
 3. The document is not corrected and is processed as invalid data
 4. The document is returned to the submitting activity for correction
- 5-33. Which of the following statements is correct concerning rejected or late documents submitted after the end of an accounting period?
1. The data will be processed with the present accounting period data
 2. The data will be processed with the next accounting period data
 3. The data will not be processed by the DSF
 4. The data will be processed within two accounting periods, depending on the date of submission of the data
- 5-34. Which of the following instructions contains correction procedures for MDS source documents?
1. OPNAVINST 5510.1 series
 2. OPNAVINST 3750.6 series
 3. OPNAVINST 4790.2 series
 4. OPNAVINST 5442.2 series
- 5-35. Which of the following types of data can NOT be entered by the DSF?
1. Blank entries
 2. Entries that contain excessive characters
 3. Illegible entries
 4. Each of the above

- 5-36. Of the following correction procedures, which one is used to correct data in the VIDS/MAF A-Z record?
1. The data will be lined out with a single red line and the correct data handscripted above the lined out entry
 2. The data will be lined out with a single red line and a C entered in the Correction Code (CC) column
 3. The data will be lined out with a single red line, the correct data transcribed above it, and a C entered to the left of the letter prefix of the record requiring correction
 4. Enter a D directly under the (CC) column on the far right side of the record requiring correction
- 5-37. What report is prepared from data submitted on copy 1 of the VIDS/MAF?
1. VIDS/MAF Copy 1 Daily Audit Report (DAR)
 2. Monthly Production Report
 3. Repair Cycle Data Report
 4. No Defect Report
- 5-38. The VIDS/MAF copy 1 (DAR) is printed in three parts. What does part II of the report contain?
1. Data submitted during the current reporting period that has no errors and is considered valid
 2. Data submitted during the current reporting period that contains errors that have not been corrected
 3. Data submitted from the previous reporting period that has not been corrected
 4. Data submitted from the previous and current reporting periods that has no errors and is considered valid
- 5-39. Of the following functions, which one is the responsibility of the work center supervisor?
1. Analyze MDS reports and prepare presentations for the maintenance officer
 2. Extract data from MDS reports and prepare charts and graphs for work center personnel
 3. Submit source documents to the DSF
 4. Verify DARs to ensure all the data submitted has been correctly key punched by the DSF
- 5-40. Which of the following MDS reports provides work center supervisors with statistical data pertaining to their work center?
1. MDR-2
 2. MDR-3
 3. MDR-9
 4. MDR-11
- 5-41. The Job Control Number (JCN) Consolidation Report is prepared from data submitted on the VIDS/MAF copy 1 for all except which of the following transaction codes?
1. 00
 2. 02
 3. 03
 4. Each of the above
- 5-42. What MDS report is designed for the maintenance control officer as an aid in scheduling and maintaining positive control of technical directive compliance?
1. MDR-6
 2. MDR 4-1
 3. MDR-9
 4. MDR 4-2
- 5-43. Which of the following MDS reports consolidates all maintenance actions by component, including technical directive compliance?
1. MDR-7
 2. MDR-5
 3. MDR-6
 4. MDR-8

- 5-44. The MDR-7 report can be used to determine the percentage of components received at the IMA that do NOT require which of the following actions?
1. Replacement
 2. Troubleshooting
 3. Parts
 4. Repair
- 5-45. What MDS report can be used to identify part numbers that have a high AWP time?
1. Repair Cycle Data Report
 2. Failed Parts/Parts Required Report
 3. No Defect Report
 4. High AWP Report
- 5-46. The Foreign Object Damage (FOD) Report reflects the cleanliness of which of the following areas?
1. Ramps
 2. Runways
 3. Hangars
 4. Each of the above
- 5-47. Which of the following MDS reports is designed for monitoring the Corrosion Control Program?
1. MDR-11
 2. MDR-10
 3. MDR-9
 4. MDR-12
- 5-48. The Monthly Equipment Discrepancy and Utilization Report may be used to determine the impact of maintenance/supply on mission capability and is designed for use by which of the following officers?
1. Supply officer
 2. Maintenance/material control officer
 3. Maintenance officer
 4. Quality assurance officer
- 5-49. What is the report number for the Monthly Equipment Mission Capability Summary Report?
1. SCIR-4
 2. SCIR-5-1
 3. SCIR-5
 4. SCIR-5-2
- 5-50. Which of the following MDS reports is designed to show mission capability and detailed maintenance data by bureau/serial number?
1. SCIR-5-3
 2. SCIR-5-2
 3. SCIR-5
 4. SCIR-5-4
- 5-51. What is the most common format for presenting equipment maintenance and utilization data on a monthly basis?
1. Monthly maintenance plan
 2. Monthly maintenance chart
 3. Monthly maintenance summary
 4. Monthly maintenance meeting
- 5-52. The monthly maintenance summary contains various displays to present the results of analysis. Which of the following is used in the monthly maintenance summary?
1. Graphs
 2. Charts
 3. Tables
 4. Each of the above

ASSIGNMENT 6

Textbook Assignment: "Aircraft Logs, Records, and Reports." Pages 6-1 through 6-55.

- 6-1. If entries in an aircraft's logs or records are questionable at the time of transfer, the receiving activity should take what action?
1. Request that the transferring activity take immediate corrective action
 2. Forward the logs or records to NAVAIRSYSCOM
 3. Refuse to accept the aircraft
 4. Correct the entries using data from a similar aircraft
- 6-2. The aircraft logbook serves which of the following purposes?
1. To monitor man-hours and fund expenditures
 2. To track all repairs since acceptance
 3. To monitor the aircraft operation throughout its service life
 4. To track rework specifications
- 6-3. Which of the following activities is/are responsible for initiating an aircraft logbook when the aircraft is accepted at a contractor's plant?
1. The manufacturer of the airframe
 2. The manufacturer of all the components of the aircraft
 3. Either 1 or 2 above, depending on where the aircraft is assembled
 4. The naval plant representative at the contractor's plant
- 6-4. When an aircraft is transferred from one activity to another, what is the disposition of the aircraft logbook?
1. It is forwarded to the National Records Center
 2. It is retained by the transferring activity for 1 year
 3. The logbooks and records are transferred with the aircraft
 4. The original logbook is forwarded to the central repository, and a new logbook is initiated by the receiving activity
- 6-5. Which of the following administrative records is/are transferred with the aircraft logbook?
1. Weight and balance logbook
 2. Aircraft discrepancy book (ADB)
 3. Aircraft inspection and aircraft general files
 4. Each of the above
- 6-6. Which of the following is NOT an acceptable method for making entries in the aircraft logbook?
1. All temporary entries may be made in pencil
 2. All permanent entries may be made in felt-tipped pen
 3. All permanent entries may be made in ink
 4. All permanent entries may be typewritten

6-7. You should dispose of an aircraft's logs and records locally if which of the following types of events occur?

1. An experimental aircraft crashed immediately after takeoff and destroyed several civilian homes
2. A nonexperimental aircraft crashed without injury to personnel or substantial property damage
3. An aircraft is sold to a private contractor
4. Equipment, contained in an experimental aircraft, injured personnel during a flight

6-8. What is the purpose of the manila envelope pasted inside the back cover of a logbook binder?

1. To hold data that should be included in the aircraft's history, but for which there is no designated space in the logbook
2. To hold a copy of the most recently completed Naval Aircraft Flight Record
3. To hold the applicable accessory and component service records
4. To provide space for blank forms

6-9. A properly maintained nonaging record provides a record of time periods during which the aircraft was in what status?

1. NMC
2. Readiness reportable
3. Out-of-service
4. Aging

6-10. What is the purpose of the structural life limits form?

1. To maintain a record of structural life limited items designated for depot-level replacement
2. To maintain a record of structural stress limits on an airframe that would require special rework
3. To provide a history of structural damage to an aircraft that would limit its operational service life
4. To provide a summary of items replaced due to structural damage

6-11. Which of the following statements describes the monthly flight summary?

1. The entries are made and the form is maintained by the reporting custodian
2. The rework activities make the appropriate entries monthly when an aircraft is in their physical custody
3. This record becomes a permanent part of the aircraft logbook
4. Each of the above

6-12. Which of the following statements describes a required entry in the inspection record form section of the aircraft logbook?

1. Phased, calendar, and conditional inspections are maintained on separate pages
2. Special and conditional inspections are logged on the same page
3. Bulletins that specify conditional inspections are logged on a separate inspection record form
4. Oil sampling and periodic inspections are logged on the conditional inspection record

- 6-13. An aircraft has undergone SDLM. The inspection record section of the logbook is updated by removing and initiating which of the following records?
1. Phased and calendar inspection record only
 2. Conditional inspection record only
 3. Phased, calendar, and conditional inspection records
 4. Periodic inspection record
- 6-14. The repair/rework record form contains a complete record of all
1. repairs only
 2. repair and reconditioning
 3. corrosion prevention
 4. SDLMs only
- 6-15. Which of the following statements describes the Technical Directives Status Accounting (TDSA) Lists No. 02 and 04?
1. List No. 02 contains a listing of directives applicable to a specific bureau number
 2. List No. 04 contains a listing of directives reported as incorporated in a specific bureau number
 3. Lists Nos. 02 and 04 are distributed on a quarterly basis
 4. Each of the above
- 6-16. Which of the following publications contains detailed information on the TDSA System?
1. NA-00-25-100
 2. NR-00-25-300
 3. NA-00-25-500
 4. NA-00-25DRT-1
- 6-17. What code should you enter in the status column of a technical directive form when you are entering a regular directive number that will supersede an interim directive?
1. NIS
 2. NINC
 3. INC
 4. C
- 6-18. What is the status code for a technical directive that has been incorporated and then cancelled at a later date?
1. INC
 2. NINC
 3. NIS
 4. C
- 6-19. All technical directives are logged in numerical sequence on pages that have which of the following titles?
1. Bulletins
 2. Changes
 3. Interim changes
 4. Each of the above
- 6-20. Which of the following sections of the aircraft logbook requires an authorizing signature with each entry?
1. Miscellaneous/History
 2. Monthly Flight Summary
 3. Installed Explosive Safety Device
 4. Scheduled Removal Components form
- 6-21. Refer to figure 6-9 in your text. Which of the following information is required for each entry made in the Installed Explosive Safety Device section of the aircraft logbook?
1. DOD identification code
 2. The expiration date of the installed cartridge or device
 3. The type and lot number of the cartridge or device actually installed
 4. Each of the above
- 6-22. An entry in the aircraft logbook inventory record is required for
1. aircraft engines
 2. an SRC component installed on a propeller
 3. an airframe component requiring an EHR card
 4. ASR items installed on an auxiliary power unit

- 6-23. The hardback copy of the parachute record is filed in the
1. parachute shop
 2. aircraft logbook
 3. maintenance office
 4. survival equipment work center
- 6-24. Which of the following records is designed to provide a continuous configuration and inspection record of ALSS components?
1. Aircrew systems record
 2. Seat survival kit record
 3. Parachute configuration record
 4. Assembly service record
- 6-25. Of the following forms/cards containing a component's complete history, which one is maintained (while it is installed) as part of the aircraft logbook or Aeronautical Equipment Service Record (AESR)?
1. Inspection Record form
 2. Miscellaneous/History form
 3. Scheduled Removal Component Card
 4. Record of Rework form
- 6-26. When a component is removed from an aircraft or a piece of equipment, what should be the disposition of the SRC card?
1. The SRC card should be filed, and a new SRC card should be initiated
 2. The SRC card should accompany the component
 3. The SRC card should be forwarded to the National Records Center
 4. The SRC card should be destroyed
- 6-27. When an SRC card becomes lost, where can you obtain the necessary data for construction of a new card?
1. NAVAIR
 2. NAVFAC
 3. NAVAVNDEPOT
 4. NAVAVNMAINTOFF
- 6-28. Which of the following statements describes a procedure for maintaining an Equipment History Record (EHR)?
1. The EHR is maintained as part of the aircraft logbook as long as the component is installed
 2. EHR cards and SRC cards are tracked separately
 3. Each MECFA is responsible for maintaining the history of all EHR components
 4. Each of the above
- 6-29. The Assembly Service Record (ASR) is used to provide data tracking on
1. assemblies that have a rework and/or overhaul life limit
 2. designated components that do not qualify as SRC
 3. subassemblies that are maintained at the depot level only
 4. all assemblies repaired at the intermediate level
- 6-30. A continuous chain of accountability for specific equipment and material installed on or designated for use on any aircraft of a specified type, model, and series (T/M/S) is maintained through the use of which of the following records?
1. Aircraft Inspection Record
 2. Aircraft Record of Rework
 3. Aircraft Inventory Record
 4. Aircraft Record "A" Card
- 6-31. During an aircraft transfer involving a ferry pilot who is not attached to either the transferring or the receiving squadron, the ferry pilot is specifically responsible for what inventory items?
1. Loose items for which no storage is available
 2. Items that are considered pilferable and items that are classified
 3. Rigidly fixed items
 4. Items that are integral parts of the aircraft

- 6-32. What should be the disposition of the original copy of the shortage form for an aircraft transfer between controlling custodians?
1. It is retained by the transferring activity and filed as a permanent record of transfer
 2. It is forwarded to the accepting activity's COMFAIR/WING
 3. It is forwarded to the CFA
 4. It is retained and filed by the transferring activity for 6 months
- 6-33. An aircraft is scheduled to be transferred from one squadron to another for operational service. The transferring activity discovers missing inventory items that they can neither locate nor supply. Which of the following actions should be taken by the transferring squadron?
1. Transfer the aircraft without any special notation on the aircraft inventory records about the missing items
 2. Obtain authorization from the cognizant controlling custodian to transfer the aircraft with the items missing
 3. Make the necessary entries about the missing items on the aircraft inventory records and transfer the aircraft
 4. Notify the receiving squadron of the missing items and transfer the aircraft
- 6-34. There are two weight and balance classifications for Navy aircraft. What type does NOT require loading control for normal configuration?
1. Class 1
 2. Class 2
 3. Type A
 4. Type B
- 6-35. An aircraft is NOT required to be weighed under which of the following conditions?
1. Upon completion of SDLM
 2. When recorded weight and balance data is suspected of being in error
 3. Upon completion of a phase/calendar inspection
 4. When the weight and balance handbook has been lost or damaged
- 6-36. Which of the following methods should be used to store class 2 weight and balance handbooks?
1. They should be stored in a location that is readily available to the pilot
 2. They should never be stored on an aircraft except when it is being transferred
 3. They should be stored as directed by a particular activity
 4. Each of the above
- 6-37. Which of the following weight and balance records is an inventory of all equipment included in the basic weight and moment/constant?
1. Form F
 2. Chart A
 3. Form B
 4. Chart C
- 6-38. Which of the following weight and balance records shows a continuous history of the basic weight, moment, and index resulting from structural and equipment changes?
1. Chart A
 2. Form B
 3. Chart C
 4. Form F

- 6-39. Which of the following weight and balance records contains loading graphs and tables applicable to a particular aircraft?
1. Chart E
 2. Form B
 3. Form F
 4. Chart F
- 6-40. Which of the following weight and balance records is used for recording weighing data and computing the weight of the aircraft?
1. Chart B
 2. Form E
 3. Form B
 4. Form F
- 6-41. To find information that establishes the procedures for the Aircraft Inventory Reporting System (AIRS), you should refer to the latest edition of which of the following instructions?
1. NAVAIRINST 13700.1
 2. OPNAVINST 4790.2
 3. OPNAVINST 5442.2
 4. OPNAVINST 5442.4
- 6-42. After an aircraft is transferred, what should be the disposition of the aircraft record "A" card?
1. After the data is recorded and transcribed to the appropriate reporting forms, it is destroyed
 2. After the data is recorded and transcribed to the appropriate aircraft logbook, it is destroyed
 3. It is kept on file for a period of 6 months, and then sent to the new custodian
 4. It is retained by the transferring activity for a period of 12 months after the aircraft transfers
- 6-43. Refer to figure 6-26 in your text. Of the following data, which is/are recorded on the aircraft record "A" card?
1. The types and monthly totals of the aircraft's landings
 2. The type and general-purpose flight code for each flight of the aircraft
 3. Discrepancies that cause the aircraft to be grounded for a period of 24 hours or more
 4. Nonaging time
- 6-44. Which of the following characters is an example of a status code?
1. A
 2. 1
 3. A10
 4. 41A
- 6-45. The XRAY report is prepared by the reporting custodian and transmitted to the cognizant
1. controlling custodian
 2. NAVAIRSYSCOMREP
 3. NAVAVNDEPOT
 4. field activity
- 6-46. On a given day, an activity has four changes in aircraft custody to report. What total number of OPNAV XRAY reports should be submitted by the activity?
1. One
 2. Two
 3. Three
 4. Four
- 6-47. Which of the following activities must be included as an "information" addressee on all OPNAV XRAY reports?
1. NAVAIR
 2. CNO
 3. NAVAVNMAINTOFF
 4. NAVMASSO

- 6-48. Which of the following statements concerning the assignment of aircraft bureau numbers (BUNOs) is correct?
1. NAVAIR may assign the same BUNO to more than one airframe
 2. BUNOs must consist of six digits with a hyphen after the first two numbers
 3. The activity that physically accepts the aircraft will request a BUNO from CNO
 4. Once a BUNO is assigned for use with a production contract, it is never reused
- 6-49. Assignment of permanent unit codes (PUCs) to new reporting custodians is controlled by
1. NAVAIR
 2. SECNAV
 3. CNO
 4. SECDEF
- 6-50. Which of the following sequences is correct for items of information listed in the "Subj" line of the OPNAV XRAY message format?
1. "XRAY," serial number of XRAY message, controlling custodian, reporting custodian, and report symbol
 2. Controlling custodian, reporting custodian, "XRAY," serial number of XRAY message, and report symbol
 3. Controlling custodian, "XRAY," reporting custodian, serial number of XRAY message, and report symbol
 4. "XRAY." serial number of XRAY message, reporting custodian, controlling custodian, and report symbol
- 6-51. Which of the following XRAY data items contains the action code?
1. E
 2. D
 3. G
 4. B
- 6-52. Which of the following XRAY data items describes the status of the aircraft?
1. E
 2. G
 3. B
 4. D
- 6-53. The date of action (item C) on an XRAY is written in which of the following ways?
1. 23 NOV 1992
 2. NOV 23 1992
 3. 112392
 4. 11-23-92
- 6-54. What XRAY action code indicates receipt of an aircraft beginning a period by a reporting custodian?
1. A
 2. Y
 3. R
 4. G
- 6-55. What XRAY action code indicates reinstatement of a previously stricken aircraft?
1. Y
 2. R
 3. M
 4. S
- 6-56. What XRAY action code indicates the end of an operating period?
1. E
 2. H
 3. M
 4. S
- 6-57. What XRAY action code indicates the start of a period following SDLM with no change in reporting custodian?
1. R
 2. G
 3. H
 4. M

- 6-58. What XRAY status code indicates an aircraft undergoing modernization at a rework activity?
1. A30
 2. F40
 3. G40
 4. P40
- 6-59. What XRAY status code indicates an aircraft used by an activity for the purpose of training student pilots?
1. A30
 2. F40
 3. G40
 4. P40
- 6-60. An aircraft with an operating period of 24 months is received into an operating command in July 1991. What would be the predicted period end date (PED) for this aircraft?
1. June 1993
 2. July 1993
 3. July 1994
 4. June 1994
- 6-61. What aircraft strike category would you use if an aircraft is stricken by the Chief of Naval Operations (CNO) for special administrative reasons?
1. Category 1
 2. Category 2
 3. Category 3
 4. Category 4
- 6-62. Under which of the following conditions will item 0 be included in an XRAY message?
1. When an aircraft is being transferred from one reporting custodian to another
 2. When a previous XRAY message is being deleted or corrected
 3. When an in-service XRAY is being identified
 4. When reporting damage
- 6-63. Which of the following statements is NOT correct concerning XRAY correction procedures?
1. First action on the XRAY is reported identical to the previously submitted incorrect XRAY with the exception that DELETE is entered in item Q
 2. Second action on the XRAY correctly reports the transaction and should include the word CORRECT in item Q
 3. XRAYs with errors in the subject line are corrected by submitting a one-line message
 4. XRAYs with errors in one or more data items require no correction
- 6-64. The aircraft accounting audit report is a quarterly report that provides which of the following services?
1. Automatic audit and correction of CNO data banks
 2. A means for reporting custodians to correct XRAY reports
 3. Provides controlling custodians with an updated list of newly assigned and transferred aircraft
 4. Automatic audit and correction of CFA data banks
- 6-65. Which of the following forms/records has been designed to provide all the detailed information required for preparation of the aircraft accounting audit report?
1. OPNAV XRAY Report
 2. Monthly Flight Summary Form
 3. Aircraft Record "A" Card
 4. Miscellaneous/History Form

6-66. Which of the following statements describes a procedure that should be followed when submitting an aircraft accounting audit report?

1. Audit reports should be mailed not later than 1600 on the third working day following the date of report
2. Deployed units will always submit the audit report in message format
3. The reporting date for the audit report is 2400 hours on 31 August, 30 November, 28/29 February, and 31 May
4. Each of the above

ASSIGNMENT 7

Textbook Assignment: "Aeronautical Equipment Logs, Records, and Reports."
Pages 7-1 through 7-30.

- 7-1. The AESR is a loose-leaf log contained within a separate cover for insertion in the logbook or separate binder. It is used to maintain records on
1. components that are rigidly fixed to the aircraft
 2. engine and propeller assemblies only
 3. all aeronautical equipment that is used in aviation but not an integral part of the aircraft
 4. aeronautical equipment that is an integral part of the aircraft
- 7-2. What system is designed to provide data on the inventory management and reporting of engines?
1. ECOMTRAK
 2. AEMS
 3. ECAMS
 4. AIRS
- 7-3. An aircraft engine has just been accepted by your activity. Which of the following instructions should you use to ensure that the forms in the AESR are in the correct sequence?
1. NAVAIRINST 13700.15 (series)
 2. OPNAVINST 5442.2 (series)
 3. OPNAVINST 4790.2 (series)
 4. NAVAIRINST 4790.3 (series)
- 7-4. Which of the following equipment requires an AESR?
1. Auxiliary power unit (APU)
 2. Aircraft power plant
 3. Propeller assembly
 4. Each of the above
- 7-5. An engine on an experimental aircraft is shot off by enemy fire, and the pilot ejects and is missing in action. What is the disposition of the AESR?
1. Disposed of locally after an investigation and necessary reports have been filed
 2. Retained for 1 year by the activity and then forwarded to the National Records Center
 3. Forwarded to the National Records Center immediately after an investigation and preparation of required reports
 4. Retained for 1 year and then disposed of locally
- 7-6. Which of the following activities is responsible for initiating the AESR?
1. The activity originally accepting the equipment
 2. The manufacturer of the equipment
 3. The cognizant field activity (CFA)
 4. The activity transferring the equipment
- 7-7. Which of the following data is/are inserted on each page of the AESR?
1. The BUNO of the aircraft on which the equipment is installed
 2. Identification data and serial number of the equipment
 3. The signature of the person accepting custody of the equipment
 4. The date of installation

- 7-8. Which of the following types of information is placed in the manila envelope in the back of the AESR?
1. Superseded forms
 2. Engine record cards
 3. Engine setup and test records
 4. Scheduled removal component cards (SRCs)
- 7-9. Some logbook forms are common to both the aircraft logbook and the AESR. Which of the following forms/records is intended for AESR use only?
1. Equipment Operating Record
 2. Inspection Record
 3. Preservation/Depreservation Record
 4. Installed Explosive Safety Devices Form
- 7-10. A minimum of 2 years of data is required to be maintained on which of the following AESR forms/records?
1. Inventory record
 2. Repair/rework record
 3. Technical directive form
 4. Conditional inspection page
- 7-11. Some technical directives affect a component that has an SRC, EHR, ASR, or MSR. What is the correct procedure for recording these types of technical directives?
1. The technical directive is logged on the SRC, EHR, ASR, or MSR only
 2. The technical directive identification is entered on the applicable technical directive page, and a notation is made in the Title/Remarks column to see the applicable SRC, EHR, ASR, or MSR
 3. The technical directive is logged on the applicable technical directive page only
 4. The technical directive is logged on the SRC, EHR, ASR, or MSR, and a notation is made to see the applicable technical directive page
- 7-12. The Miscellaneous/History record form is used for recording pertinent information for which no other place has been provided. Which of the following types of information is recorded on this form?
1. Special test data
 2. Navy oil analysis
 3. Abnormal equipment characteristics
 4. Each of the above
- 7-13. An auxiliary power unit (APU) has just been installed in an aircraft, and the aircraft is in the process of being preserved. The preservation requirement is not applicable to this specific equipment. What type of entry would be made in the Preservation/Depreservation Record of the equipment AESR?
1. No preservation entry is required
 2. Enter the date the aircraft was preserved and annotate "aircraft only" in the remarks section
 3. Enter the same date the aircraft was preserved for the APU preservation entry
 4. Enter "no preservation entry required for APU" aircraft preservation only
- 7-14. The AESR Inventory Record Form is used to maintain a current inventory of all equipment or components requiring a/an
1. SRC
 2. EHR
 3. MSR
 4. Each of the above
- 7-15. Which of the following AESR records provides a method for monitoring maintenance data on components that do not qualify as an SRC?
1. ASR
 2. MSR
 3. EHR
 4. ETR

- 7-16. What is the disposition of an SRC card when a component is removed for repair?
1. The SRC card accompanies the equipment
 2. A copy of the SRC card accompanies the equipment and the original is filed
 3. The SRC card is retained by the transferring activity and is placed in the AESR when the component is returned from the repair activity
 4. The SRC card is destroyed when the component is transferred
- 7-17. Which of the following AESR records is used to record maintenance history, installation, and usage data on components?
1. EHR
 2. MSR
 3. ASR
 4. SRC
- 7-18. Which of the following AESR records is used to track assemblies that have a rework/overhaul life limit?
1. MSR
 2. ASR
 3. SRC
 4. EHR
- 7-19. Which of the following AESR records is used to record data on modular engines;
1. MSR
 2. OSR
 3. EHR
 4. SRC
- 7-20. What activity is the central repository for all MSRs?
1. NAVAIR
 2. NAVMASSO
 3. NAVAVNMAINTOFF
 4. NAVSUP
- 7-21. All entries made on the MSR must be typed or printed in black ink, except entries in the
1. overhaul section
 2. technical directive section
 3. replacement block
 4. inspection section
- 7-22. What newly developed system is used to track the operating time/cycle counts on selected engine components?
1. ACOMTRAK
 2. ECAMS
 3. ECOMTRAK
 4. NALCOMIS
- 7-23. Aircraft engine status and custody is accounted for as changes occur by using daily transaction reports. This close management control achieves which of the following goals?
1. Increases the spare engine inventory by decreasing custody changes
 2. Ensures that reporting activities retain unserviceable engines
 3. Shortens out-of-service time and reduces spare engine purchases
 4. Reduces the number of engines in the inventory
- 7-24. Relative to the interval for controlling custodians to report on aircraft engines, which of the following statements is correct?
1. The status of both uninstalled and installed engines is reported monthly
 2. The status of uninstalled engines is reported monthly and the status of installed engines is reported quarterly
 3. The flight hours accumulated on installed engines since new or since the last overhaul are reported quarterly
 4. The flight hours accumulated on installed engines since new or since the last overhaul are reported monthly

- 7-25. Which of the following instructions prescribes reporting procedures for the Navy Aircraft; Engine Management System (AEMS)?
1. NAVAIRINST 13700.1 (series)
 2. NAVAIRINST 13700.15 (series)
 3. OPNAVINST 4790.2 (series)
 4. OPNAVINST 4790.3 (series)
- 7-26. What is the purpose of custodian codes?
1. To identify the activity having control of the engine
 2. As a maintenance management tool
 3. To report maintenance data
 4. As a means of identifying repair facilities
- 7-27. Status codes for an aircraft engine are used to describe the
1. type of airframe in which the engine is installed, and the length of time the engine is expected to be installed
 2. type of airframe from which the engine was removed, and the length of time the engine is expected to be non-RFI
 3. type of engine and its condition when non-RFI or not installed
 4. engine's condition, its progress in a maintenance cycle, or the purpose for which it is being used
- 7-28. Which of the following status codes indicates that an engine is installed in an operating aircraft?
1. 36
 2. 34
 2. 21
 4. 11
- 7-29. Which of the following status codes indicates an unserviceable engine in the process of overhaul at NAVAVNDEPOT?
1. 36
 2. 34
 3. 11
 4. 10
- 7-30. Which of the following status codes indicates that an engine has been stricken?
1. 41
 2. 48
 3. 49
 4. 90
- 7-31. Which of the following status codes indicates an uninstalled engine ready for installation that has NOT been assigned to an aircraft?
1. 21
 2. 23
 3. 24
 4. 31
- 7-32. A STAR code is used to give a reason for or to describe which of the following types of engine transactions?
1. Completion of complete repairs
 2. End-of-quarter reports for hours flown
 3. Acquisition, transfer, strike, or removal of aircraft engines
 4. Each of the above
- 7-33. When preparing reports using STAR codes, you should remember which of the following facts about STAR codes;
1. They are used sometimes in place of status codes
 2. They are used to amplify and/or to qualify other STAR codes
 3. They are never used in conjunction with status codes
 4. They are divided into five series

- 7-34. What is the purpose of the data elements in engine management reports?
1. To identify the custodians of reported engines
 2. To show what state of progress engines have reached in a maintenance cycle
 3. To identify the items of engine data submitted in the required reports
 4. To show the end-of-quarter report of hours flown by an activity
- 7-35. An aircraft engine record card is designed to provide which of the following information?
1. Clarification of the entries made on an engine transaction report (ETR)
 2. A standardized record for local aircraft engine management
 3. The necessary data required in the preparation of an ETR
 4. Advice to the controlling custodian of actions concerning the utilization of status code changes on assigned engines
- 7-36. An FTR is normally submitted once each workday that covers all transactions occurring since the previous report. ETR reports will be submitted not later than which of the following times?
1. 2400 hours of the first working day following the date the action occurred
 2. 1200 hours of the first working day following the date the action occurred
 3. 3 working days following the date the action occurred
 4. 2400 hours the day the action occurred
- 7-37. An ETR is required for which of the following situations?
1. An aircraft is grounded because of an engine discrepancy that requires troubleshooting
 2. An engine is within 1 week of a scheduled inspection
 3. An engine must be removed as unserviceable
 4. An engine is to be serviced
- 7-38. Refer to figure 7-8 in your textbook. What additional data elements are required for a status/STAR combination of 23-60?
1. 9, 10, 11, 20, 21
 2. 8, 12, 15, 17
 3. 13, 14, 16, 19, 21
 4. 7, 10, 11, 12, 15
- 7-39. Refer to figure 7-8 in your textbook. What additional data elements are required for a status/STAR code combination of 33-62?
1. 9, 11, 18
 2. 9, 10, 20
 3. 9, 10, 21
 4. 7, 8, 16, 20
- 7-40. Refer to figure 7-9 in your textbook. What additional data elements are required for a status/STAR code combination of 21-74?
1. 7, 8, 10, 12, 16, 18
 2. 9, 10, 11, 15, 16, 20
 3. 9, 10, 13, 16, 17, 21
 4. 9, 13, 14, 15, 19, 20, 21
- 7-41. Refer to figure 7-9 in your textbook. What additional data elements are required for a status/STAR code combination of 49-81?
1. 9, 10, 11, 16, 20
 2. 9, 11, 12, 13, 21
 3. 9, 10, 11, 20, 21
 4. 11, 12, 13, 16, 20

- 7-42. ETRs are numbered in which of the following ways?
1. Consecutively throughout the calendar year
 2. Consecutively by month
 3. Consecutively by quarter
 4. Consecutively throughout the fiscal year
- 7-43. In addition to the number assigned to an ETR, each transaction reported must be serialized. ETR transactions are numbered in which of the following ways?
1. Commencing with 001 for the first transaction reported for the FY and will increase sequentially throughout the FY to a maximum of 999
 2. Commencing with 1 for the first transaction reported for the CY and will increase sequentially throughout the CY to a maximum of 999
 3. Commencing with 001 for the first transaction reported for the CY and will increase sequentially throughout the CY to a maximum of 999
 4. Commencing with 1 for the first transaction reported for the FY and will increase sequentially throughout the FY to a maximum of 999
- 7-44. If you determine that an error has been made in the submission of an ETR, what action, if any, should you take?
1. Cancel the erroneous message and submit a new report using the next sequential ETR number
 2. Submit the corrected data in conjunction with the next status change
 3. Send a correction report immediately
 4. None
- 7-45. The end-of-quarter (EOQ) report of flying hours for installed engines must be submitted as of what time and date?
1. 2400 on the last day of the quarter
 2. 0001 on the last day of the quarter
 3. 2400 on the first day of the quarter
 4. 0001 on the first day of the quarter
- 7-46. What determines the quarter in which an EOQ report is submitted?
1. The type of engine
 2. The type of aircraft
 3. The number of engines to be reported
 4. The type of squadron
- 7-47. An EOQ report on turboshaft engines, type T56, is submitted on which of the following dates?
1. 31 January
 2. 28/29 February
 3. 31 March
 4. 31 December
- 7-48. An EOQ report submitted on a TF34 type engine is submitted on which of the following dates?
1. 28/29 February
 2. 31 May
 3. 31 August
 4. 30 April

7-49. Which of the following is a factor that you should remember when preparing an EOQ report?

1. Installed engines in your reporting custody must be reported regardless of the aircraft's physical location
2. Engines installed in your aircraft that are undergoing rework are always reported by the rework activity
3. Uninstalled engines removed from your aircraft and undergoing repair at AIMD) must be reported
4. Defective uninstalled engines awaiting shipment to overhaul must be included in your report

7-50. When must EOQ reports be entered by reporting custodians with access to on-line AEMS terminals?

1. Not later than 2400 hours on the third working day following the end of the reporting month
2. Not later than 2400 hours on the first working day following the end of the reporting month
3. Not later than 5 working days following the end of the reporting month
4. Not later than 3 working days following the end of the reporting month

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All study materials must be returned. On disenrolling, fill out only the upper part of this page and attach it to the inside front cover of the textbook for this course. Mail your study materials to the Naval Education and Training Program Management Support Activity.

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Name Last First Middle

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ACTIVITY

ADDRESS

ZIP CODE

Signature of enrollee

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Under authority of Title 5, USC 301, information regarding your military or other DOD status is requested on this answer sheet in order to complete a Navy Correspondence Course. The information will also be used to process course completion letters and to construct and maintain an official and continuing record of correspondence course participation. The cumulative course participation record will not be divulged, without written authorization, to anyone other than those within the DOD for official use in determining performance and effecting organizational and administrative management.

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THIS FORM MAY BE USED TO SUGGEST IMPROVEMENTS, REPORT COURSE ERRORS, OR TO REQUEST HELP IF YOU HAVE DIFFICULTY COMPLETING THE COURSE.

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**To: Naval Education and Training Program
Management Support Activity, Code 0315
Pensacola. Florida 32509-5000**

Subj: NRTC AVIATION MAINTENANCE ADMINISTRATIONMAN 3 & 2, NAVEDTRA 82324

1. The following comments are hereby submitted:

Under authority of Title 5, USC 301, information regarding your military status is requested to assist in processing your comments and prepare a reply. This information will not be divulged, without written authorization, to anyone other than those within DOD for official use in determining performance.

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RANK/RATE _____ SOC. SEC. NO. _____ City or FPO State Zip
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SCORE

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